



Chartered
Institute for
Archaeologists

Annual Review 2024/2025

ClfA Annual Review 2024/2025

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Introduction

Welcome to the Annual Review of the Chartered Institute for Archaeologists 2024–2025. This review covers the work of the Institute from July 2024 to June 2025 and the finances of the Institute in our accounting period from 1 April 2024 to 31 March 2025.

Through the work of the staff, Board of Directors, Advisory Council and wider membership, significant steps have been made over the past twelve months to refocus the Institute around its new three-year plan. This plan was adopted by the Board in September 2024 to establish ClfA as the professional home for archaeologists, supporting members through the provision of structured learning, engaging networks and policy influence.

Many of our Area and Special Interest Groups have embraced the concept of structured learning, introducing a wide range of online bite-sized CPD sessions, lectures, and ‘lunch-and-learns’ into our events programme. These provide a valuable, accessible and visible benefit of ClfA membership, and introduce members to a wealth of potential career development and learning opportunities – delivered by members, for members.

We have been delighted to see sustained interest from university archaeology departments in having their degree courses accredited by ClfA. We now accredit 39 courses across 19 different universities, raising the profile of professional archaeology, embedding our standards in teaching, and equipping students with the relevant skills for embarking on a career in archaeology. This also provides the opportunity to promote the benefits of ClfA membership and reasons for aspiring to gain professional accreditation to the future generation of archaeologists.

We are also excited to launch our Thought Leadership programme. This will provide a platform for member-led events focusing around the most pressing issues facing the sector, generating collective discussions and ideas on how to address these.

This report provides more information on these topics and other areas of work where we have made significant progress during the last year. These only scratch the surface of the work ClfA does, with many more activities underway. We would encourage you to reach out to staff or volunteers to find out more about any of the streams of ClfA’s work. Now is also a perfect time get involved with our committees or Groups and be part of shaping the Institute’s work.

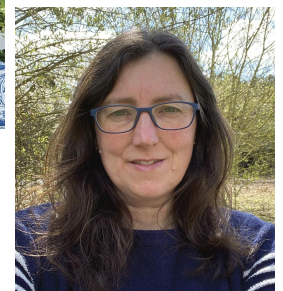
We end this introduction with a statement of recognition and thanks. First, to the staff at ClfA, who have continued to work hard and diligently through another challenging year of change. They have remained committed to refocusing their work to align with the aspirations of the new three-year plan. Second, to the volunteers and members who have engaged with our work or calls for feedback, all of which have been helping to shape your professional home. Finally, our particular thanks go to our former Honorary Chair of the ClfA Board, Pen Foreman (who would normally write this introduction), who stood down at the end of July. Pen has steered us through many challenges and achievements during their four years as a Board member, as our Equality, Diversity and Inclusion Champion, and in other volunteer roles within ClfA.

Kate Geary and Alex Llewellyn

ClfA co-CEOs



Kate Geary



Alex Llewellyn

ClfA's Strategic Plan and three-year plan – what we are aiming to achieve

In September 2024 the Board of Directors adopted a new rolling three-year plan for the Institute to support the delivery of the ten-year Strategic Plan (2021-2030).

ClfA has long been a cornerstone of the archaeological profession, dedicated to advancing the profession and supporting its members. The objectives set in our ten-year Strategic Plan are

- that ClfA-accredited professionals will provide improved research and engagement, using fit-for-purpose technical and ethical standards for competence, education and practice, supported by useful guidance
- that more archaeologists will want their professionalism recognised. A larger, more diverse and inclusive profession will offer a wide range of expertise and better reflect its relevance to society
- that professional archaeologists will be more effectively promoting the many public benefits of archaeology, and will be more trusted and more valued as a result
- that ClfA will provide the governance and resources that enable the profession to flourish

As the heritage landscape evolves, so too must ClfA, in order to achieve these objectives.

The initiatives set out in the initial three-year rolling plan outline a significant transformation, developing ClfA into a vibrant professional body led by its members. This journey will deal with two key issues facing the sector – continuing to demonstrate relevance to society and ensuring the sector is attractive to the next generation of archaeologists.

Over the next three years, ClfA aims to become a vibrant, member-led professional body, enhancing its relevance, impact and sustainability.

The three-year plan is ambitious and the strategic milestones in it will focus on efficiency, member engagement, innovation and consolidation, with the aim of

- attracting people to the sector
- supporting and developing member career and learning opportunities
- assuring society of the professionalism of members
- influencing policy- and decision-makers to keep heritage at the forefront of their minds

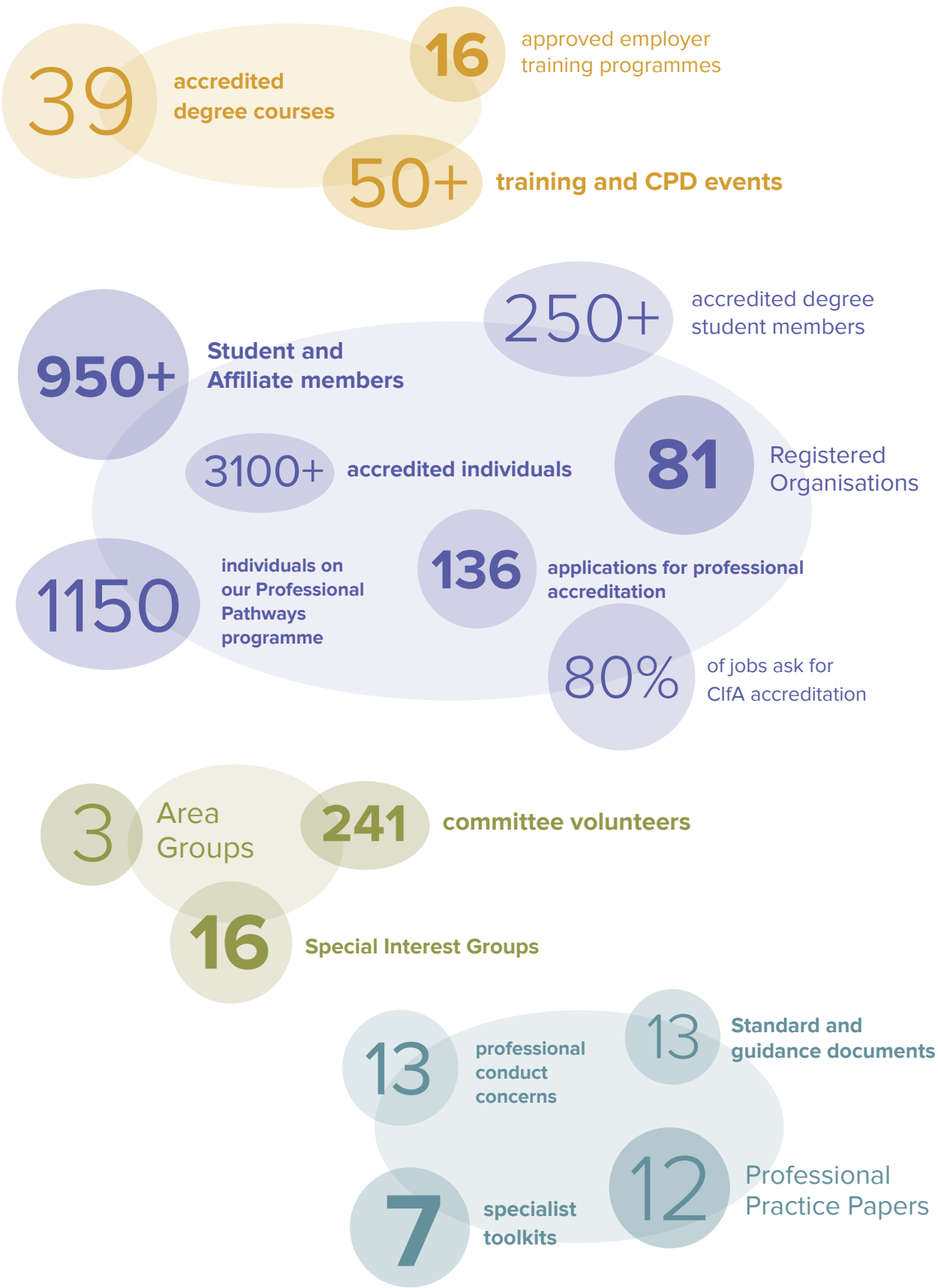
We want to provide a clear and simple message that ClfA is the professional home for archaeologists, and for those archaeologists to recognise – and feel – the value they get from their professional body.

The three-year plan also aims for ClfA to become a sustainable organisation long-term. This will be achieved through managing costs, generating revenue and achieving returns on the investments in new initiatives.

This review provides a summary of the activities we have been undertaking since July 2024 to meet these aims. We hope that you will have read about some of these already in the regular Update bulletin – this was introduced at the start of the three-year plan to keep members more informed of ClfA activities and the role many of you play in helping us to accomplish these.

Find our strategic plan at: www.archaeologists.net/mission

Highlights for 2024–2025



Attracting people to our sector

Aim: *ClfA will work with key partners to make the profession more appealing to those who are in the early stages of their career, looking to change careers and move into the sector and those currently in the sector but not part of the ClfA community.*

ClfA is your professional home for archaeology. We are a network of thousands of professional archaeologists working together for high standards and career enhancement.

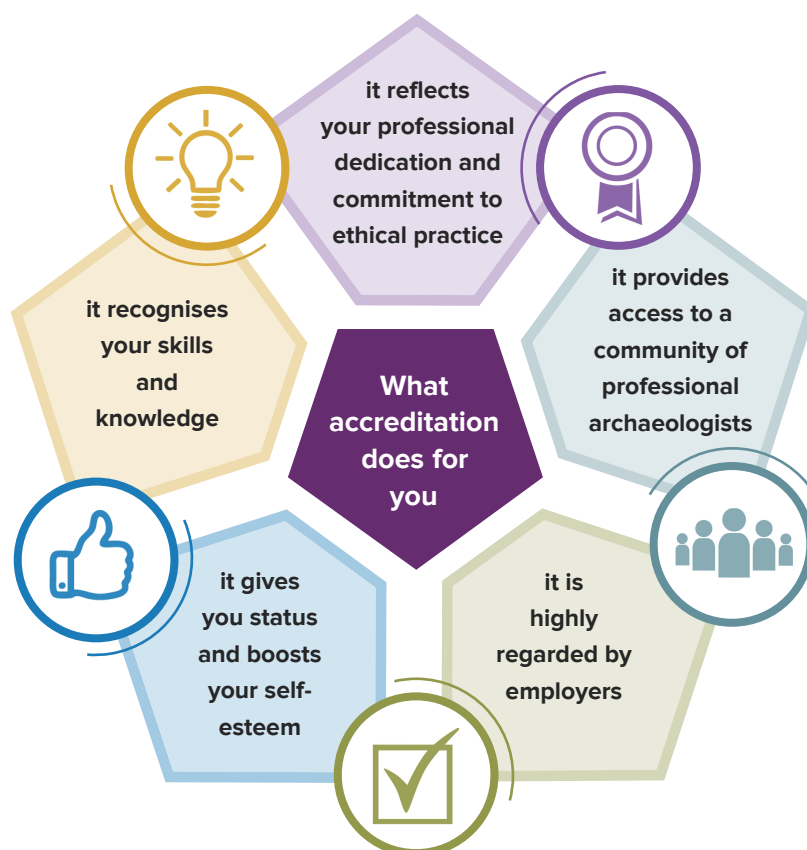
Being part of ClfA connects you with professional communities, helping you to develop your knowledge and support your career journey.

Valuing what professional accreditation means

Professional accreditation is a significant achievement for anyone. It is a formal recognition of an individual's skills, knowledge and behaviours and that these are used to carry out work effectively to professional standards.

We want to clearly demonstrate to archaeologists the importance of individual accreditation, and to work with employers to help them understand and benefit from employing accredited archaeologists.

We have published a new *About professional accreditation* leaflet explaining what professional accreditation is, the benefits of accreditation for individuals and for archaeology. The booklet includes quotes from accredited members about why they value their accreditation and what it means to them.



Using the messages in this leaflet we have updated the information on our website and in our recruitment presentations, reinforcing the value and recognition accreditation offers.

ClfA staff and volunteers have been giving presentations to university students on careers in archaeology, professional accreditation and the importance of working to professional standards. We have also delivered presentations to archaeologists working for Registered Organisations and other organisations in the sector.

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In February, we attended the 2025 Scottish Student Archaeology Society Conference, which attracted 130 delegates, providing an excellent opportunity to talk directly to students and early-career archaeologists about the profession and career pathways. We were also able to gather valuable data on preferred communication platforms and training requests.

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“ It’s important to me to be recognised through accreditation, which is an acknowledgement from peers who understand and also appreciate my knowledge. ”

“ I joined ClfA as I wanted to be a recognised member of the archaeological industry and to be acknowledged for the experience I have gained throughout my career thus far. ”

Supporting the achievement of individual accreditation

We want all archaeologists to have the opportunity to become professionally accredited and to be recognised for the high level of skills they possess and the contribution they make to society. To enable this we want to provide clarity on our membership grades and offer simplified but rigorous routes for accreditation.

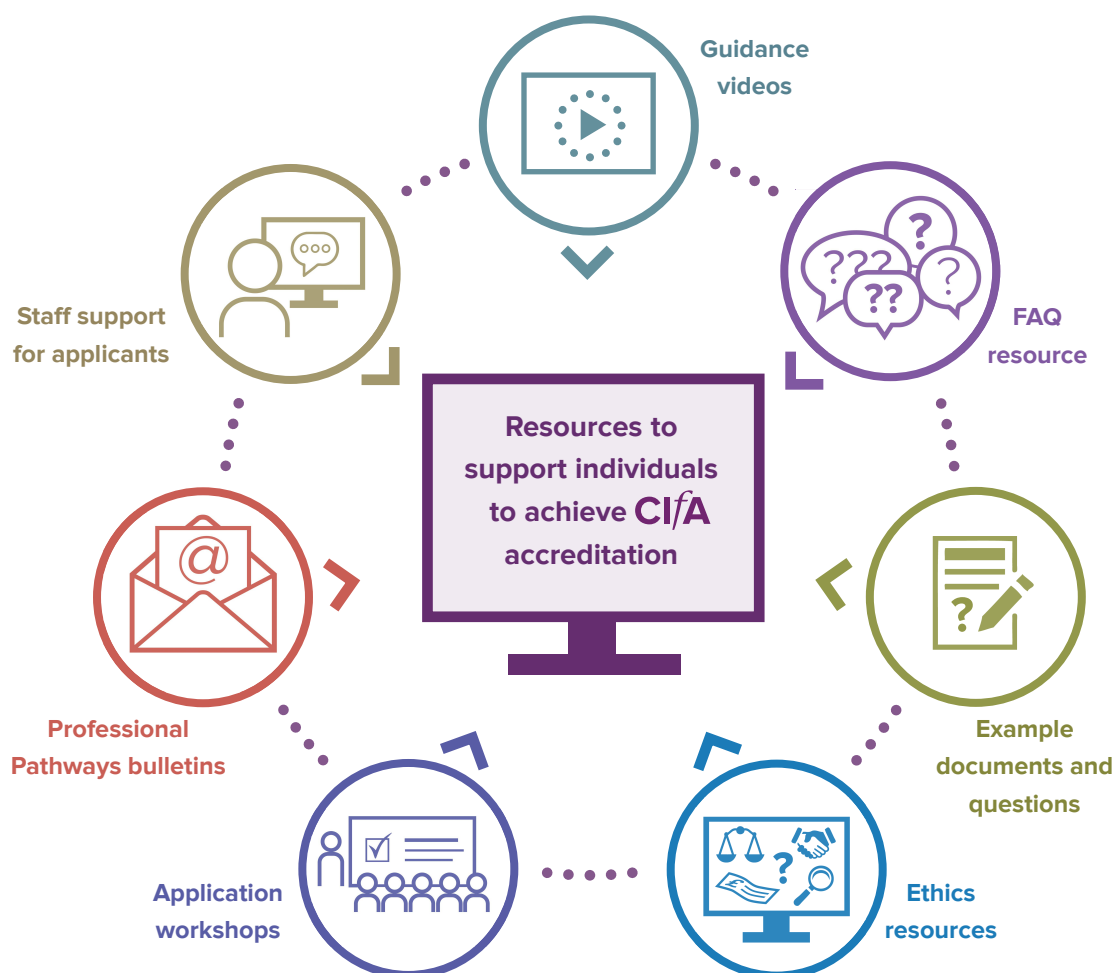
We have reviewed the information on our website about applying for ClfA accreditation to make this clearer and more accessible. This work benefited from valuable input from our members, who offered comments about the application process and the challenges they found with this. This has helped us to update the competence matrix to outline the criteria for accreditation more clearly.

To support specialists with their applications, a working group of members from Advisory Council and specialist groups has reviewed and updated our specialist competence matrices.

Our Professional Pathways bulletins – Pathway to Practitioner, Aim for Associate, and Move on to Member – have been updated to signpost useful advice, resources and training to help individuals build on existing knowledge and skills to improve their careers and apply for the next level of ClfA accreditation. Volunteers from our Group committees have written articles about their areas of specialism to assist applicants from all areas of archaeology.

We have increased the range of digital resources to assist people in completing an application. These now include guidance videos, statement of competence examples, a reference finder, sample questions and resources for interview. We also provide responsive individual help from the membership team.

Celebrating the success of members achieving accreditation is important too. We have been encouraging members to share their accreditation news on social media and in the member news section of *The Archaeologist* magazine.



Clarifying our offer to members

We want to be clear about our offer to members, encouraging people to join ClfA and contribute to the community and resources ClfA provides.

Our newly launched website aims to provide a clearer distinction between resources that are widely available and those that are accessed through membership of ClfA, such as free CPD, *The Archaeologist* magazine, the Jobs, Training and Volunteer bulletin, and the regular Update news bulletin.

The volunteers running our Area and Special Interest Groups have been increasing the range of bite-sized CPD on offer, which is all free to access for ClfA members. We have also rebranded and revised our offering to Group members who are not members of ClfA: those who subscribe as 'Group Supporters' get free attendance at relevant

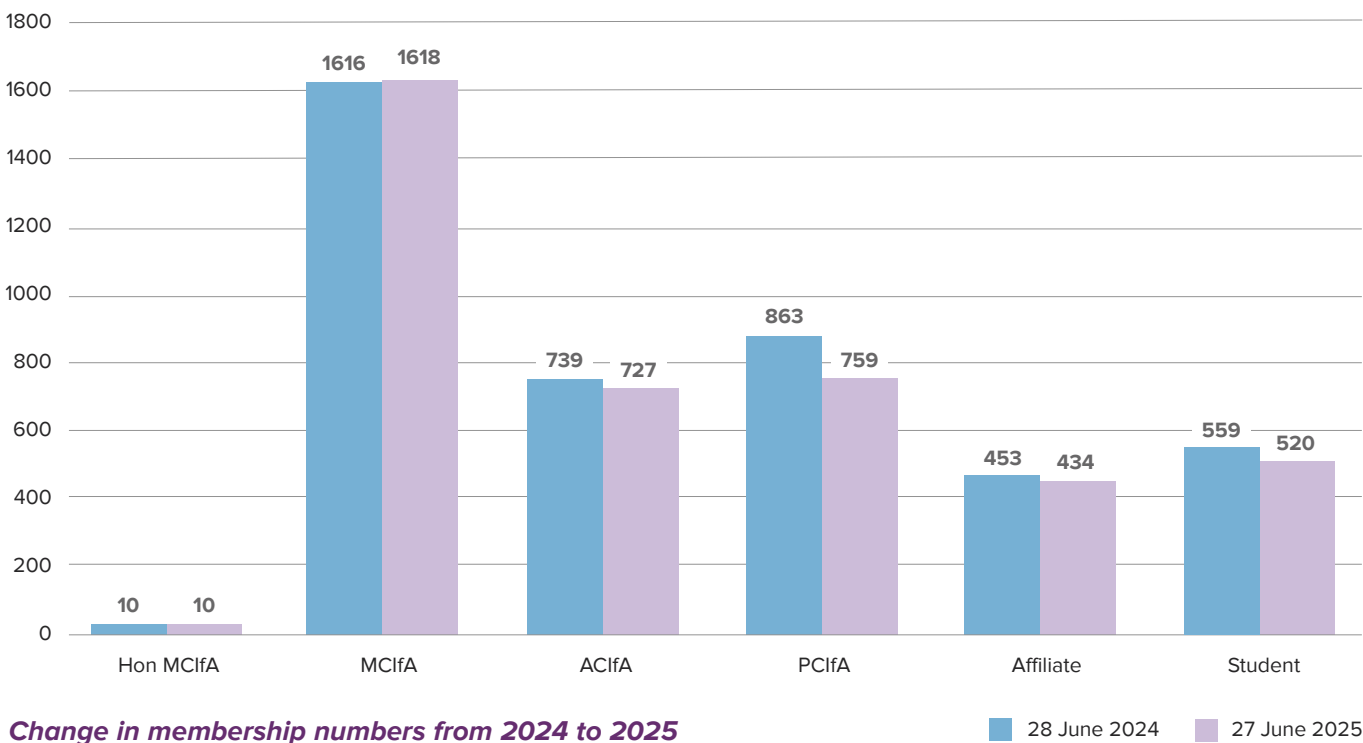
Group digital events. Additionally, we have introduced a twice-yearly Group Supporter bulletin providing more information about the role of ClfA and the activities we offer, to encourage them to consider full membership.

Based on feedback we received from members and with help from some Registered Organisations (RO), we have created a digital Toolbox Talk called *An introduction to ClfA* as a CPD resource for ROs to give to staff. *An introduction to ClfA* explains what a professional body is and what ClfA does for archaeology. We hope it will help with understanding ClfA’s role, how it benefits individuals and how ClfA supports the profession.

Current membership statistics

Membership of ClfA now stands at 4068 (27 June 2025). Of these members, 3114 are accredited professionals (PCIfA, ACIfA and MCIfA) who have demonstrated their technical and ethical competence to the Validation committee. We have noticed an increase in applications from many different areas of archaeology, such as museums, buildings archaeology, finds, community archaeologists and project managers.

There is strong support from our non-accredited membership (Student and Affiliate); we now have 954 non-accredited members (27 June 2025).



For more information about professional accreditation, registration and our Professional Pathways visit <https://www.archaeologists.net/join>

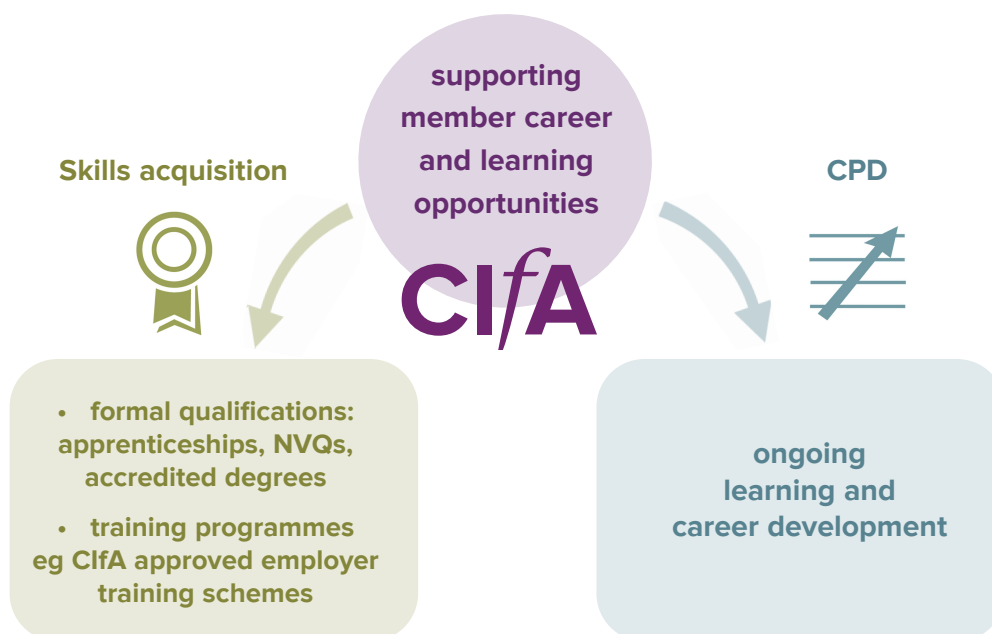
Read more about individual member stories and why they have become accredited at <https://www.archaeologists.net/join/testimonies>

Download our About accreditation booklet at <https://www.archaeologists.net/work/profession>

Supporting and developing member career and learning opportunities

Aim: *As a professional body ClfA will support members throughout their entire career, providing better CPD, events and networking opportunities.*

Our approach to supporting member career and learning opportunities has two strands: formal qualifications and Continuous Professional Development (CPD).



In addition to delivering qualifications and CPD opportunities ourselves, we also accredit and approve content from other providers to ensure our members can access high-quality learning opportunities that meet their needs and those of the sector.

Diversifying entry routes into archaeology

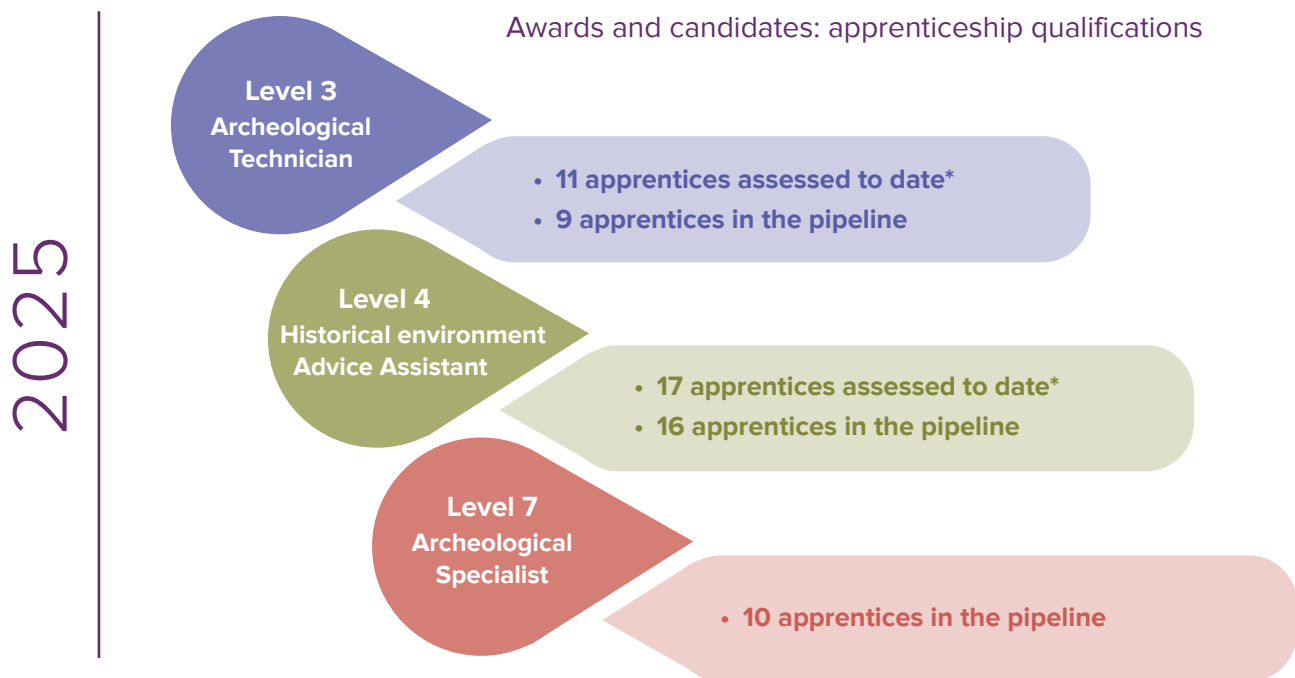
Our work to strengthen and diversify entry routes into archaeology is focused on support for regulated qualifications including degree programmes and apprenticeships, and for structured training programmes delivered by employers. By explicitly linking the skills gained on these programmes with the competence and commitment requirements for ClfA accreditation, we are providing clear pathways to professional status for those seeking a career in archaeology.

Under the ClfA Qualifications brand we have continued to grow our qualifications offer. We have gained approval from Ofqual to assess the Level 7 Historic Environment Advisor standard and have created the assessment materials and guidance for this. We are also applying to the regulator to assess the Level 5 Heritage Construction Specialist apprenticeship, opening up more opportunities for talented people to join our industry.

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QUALIFICATIONS

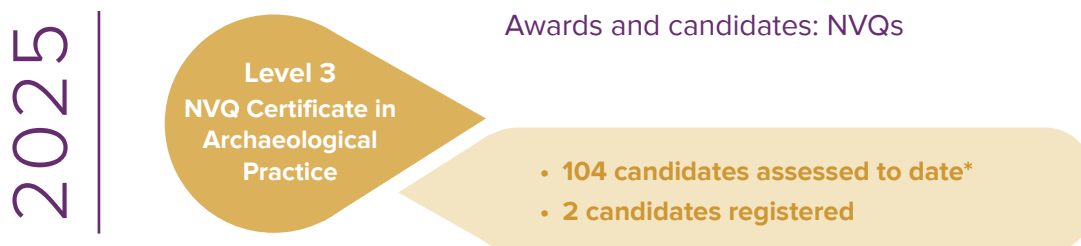
Apprenticeship assessor, Chris Cox MCIfA says:

“ I’m seeing a very developed support infrastructure for these apprentices; it’s very well thought out. Apprentices contribute an awful lot to the companies they work in – a lot of their own time and effort, and considerable developed abilities. They are a pair of hands which are becoming more and more informed as they go along. They also contribute a different way of thinking; you have somebody who is very keen to learn and they’re fully invested in their job. ”



* total from start of awarding apprenticeships

We have also continued to help employers benefit from using NVQs to train and accredit their workforce, as well as individuals who wish to have a formal qualification to demonstrate their competence in archaeology. In 2025 we developed a partnership with the National Trust for Scotland to enable them to offer a new training placement leading to a Level 3 Certificate in Archaeological Practice, as well as continuing our existing relationship with Worcestershire Archive and Archaeology Service.



* total from start of awarding apprenticeships

We are responding to challenges in the regulatory environment – including the changes being proposed by Skills England, which are particularly acute for more niche qualifications – while we seek to diversify our qualifications offer.

In August 2024 Skills Development Scotland gave us formal approval to develop an Archaeology Modern Apprenticeship, which has now progressed to stage two of a four-stage development process. This work has included consultation on the roles in scope, confirmation of National Occupational Standards to be utilised, wider stakeholder engagement, and the creation of a new Technical Expertise Group of sector employers who will ensure this apprenticeship is fit for purpose. This apprenticeship is currently scheduled to launch in autumn/winter 2026.

More students have had the opportunity to study an undergraduate degree which has been accredited by ClfA as providing skills relevant to a career in the historic environment, with Liverpool University added to the list of universities offering accredited programmes. Students on accredited degree programmes can benefit from free Student membership of ClfA, opening up access to a wealth of resources to start them off on their professional pathway.



“ Accreditation helps us demonstrate to our current and prospective students that the professional sector and the nature of professional archaeological work is a significant part of proper training in both the practical and ethical side of archaeology, as well as in the ongoing development of a professional career into the future. The process of accreditation is challenging, but well supported by ClfA. It has helped us inform our colleagues more broadly in the university about the nature of archaeology as a professionally regulated area of work, whilst it encourages us as teachers to think clearly about how we wish to grow archaeology provision at Liverpool into the future. ”

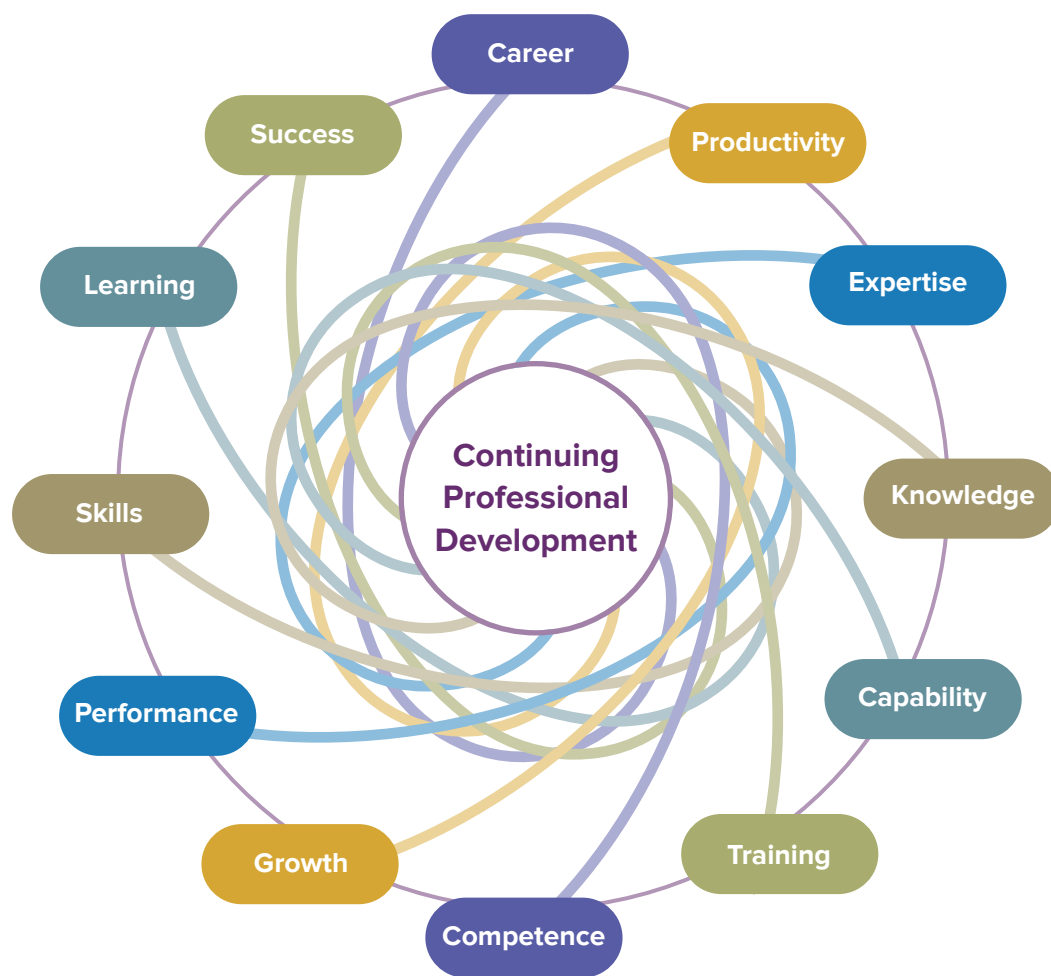
Professor Anthony Sinclair, ClfA Accreditation Lead for Archaeology Programmes in Archaeology, Classics & Egyptology, University of Liverpool



Providing training courses and learning opportunities

Our aim is to be able to provide training at different levels and for different roles to support learners at various stages of their career and knowledge and in a range of different formats.

Our learning opportunities include introductory short online workshops or e-learning modules, bite-sized specialist ‘lunch-and-learns’ and webinars through to in-person training days and conferences. Our in-person conference each April and online Innovation Festival in October host panel discussions, seminars and CPD workshops. The majority of these learning opportunities are recorded and made accessible to ClfA members on our website as long-standing CPD resources.



In the last year, with support from our Area and Special Interest Groups, volunteers and other members we have provided over 50 training events for archaeologists. These have included

- specialist training on topics such as carbon literacy and net zero, peatland restoration and landscape character assessment, osteoarchaeology, community archaeology, non-designated heritage assets, pottery studies, archaeological archives, the publication system in German archaeology, heritage crime, working for an excavation company in Germany and 3D digitisation
- good practice advice in supporting neurodivergent colleagues, equality, diversity and inclusion (EDI) and being an active bystander
- developing our profession through discussions about taking on an apprentice, innovation, exploring green skills in archaeology, the use of AI in archaeology, modern media, social value, improving English planning policy, and progress in ClfA advocacy work
- CPD courses in understanding Standards and guidance and professional ethics
- step-by-step accreditation workshops, guidance on CPD, and professional review panel training

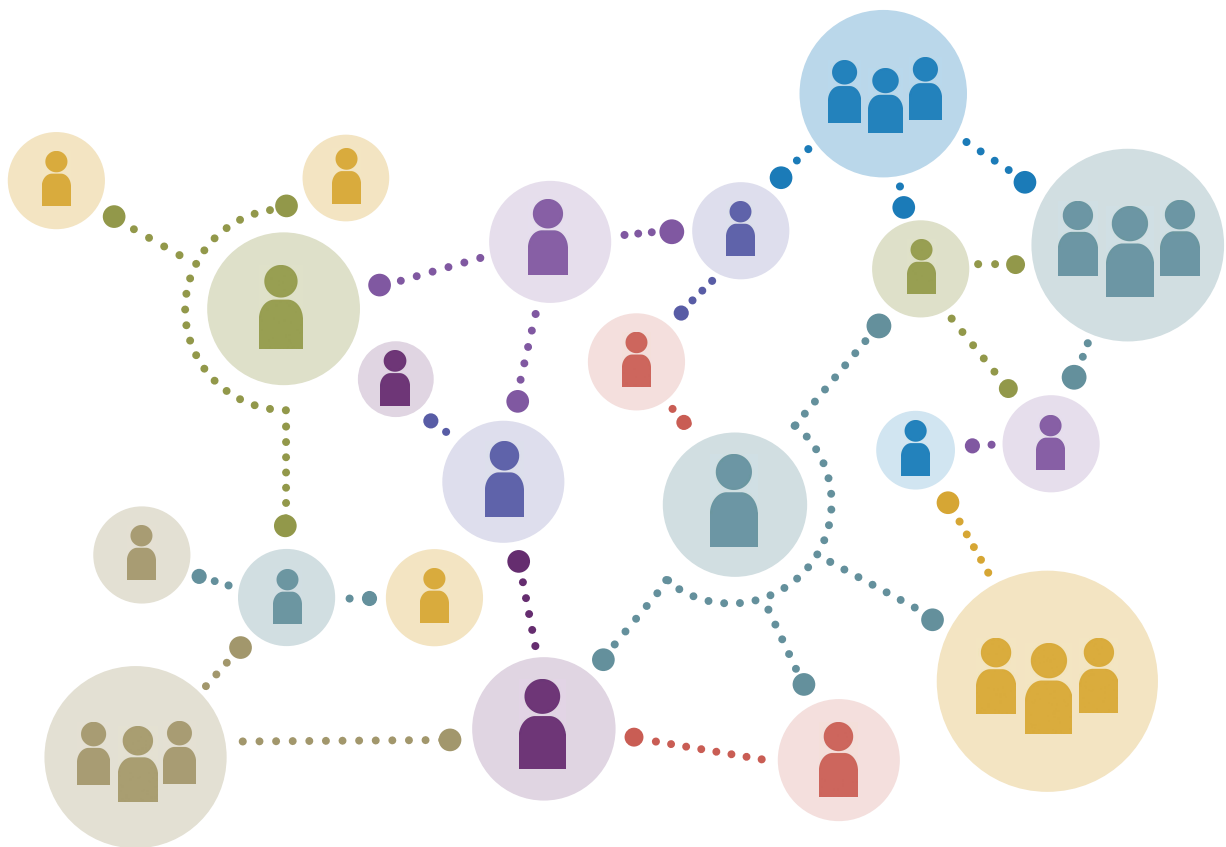
“ One of the major benefits of joining ClfA is having access to our incredibly active network of Area and Special Interest groups, through which you can increase your knowledge in all aspects of professional archaeology. ”

Our magazine *The Archaeologist* has focused on themes relating to archiving strategies, climate change and social value. Each edition includes a range of articles written by ClfA members and archaeologists specialising in these areas, providing updates on developments in practice and research.

Networking opportunities

As the professional home for archaeologists we want to provide a professional community through our Area and Special Interest Groups to enable members to network and engage.

We have been working alongside the volunteers in our Groups to support them to develop active communities and to have greater engagement from members. The new bite-sized CPD events, tea break lectures and networking drop-ins are hugely popular, offering members an opportunity to network with other specialists and develop their knowledge.



To help our Group volunteers flex their contributions to support their lifestyle and other commitments we have revised our *Regulations for Area and Special Interest Groups*. These now offer members the opportunity to establish less formal networks or specific task-and-finish working groups alongside the traditional Group format.

In addition to the Area and Special Interest Group communities we offer other opportunities for members to connect through our tea breaks and events. This year our annual conference in Birmingham brought together over 350 archaeologists from all parts of the profession and at differing career levels. Our digital tea breaks and focus groups provide spaces for members to engage with each other and share experiences and knowledge. Themes for these have included neurodiversity, EDI and carbon reduction.

95 percent of respondents to our ClfA2025 conference survey said they felt the conference helped them to network, meet other people in the sector and make new contacts.

Developing our offer

A key part of our learning offer is to ensure members are actively involved. We have been working with members, Registered Organisations and our Special Interest Group committees to identify learning needs and seeking advice on modes of delivery. In future, Advisory Council will lead the 'Learning Society', providing guidance on member knowledge needs, a focus for communities of practice, and support as the voice of the profession. This is shaping our development of a professional curriculum for CPD. Over the coming year we will be reorganising the CPD content on our website to make it easier for members to select content that is relevant to them from e-learning modules, recorded conference sessions, webinars and good practice guidance.

For more information about ClfA Qualifications visit <https://www.archaeologists.net/cifaqualifications>

For more information about professional development and training opportunities visit <https://www.archaeologists.net/events>

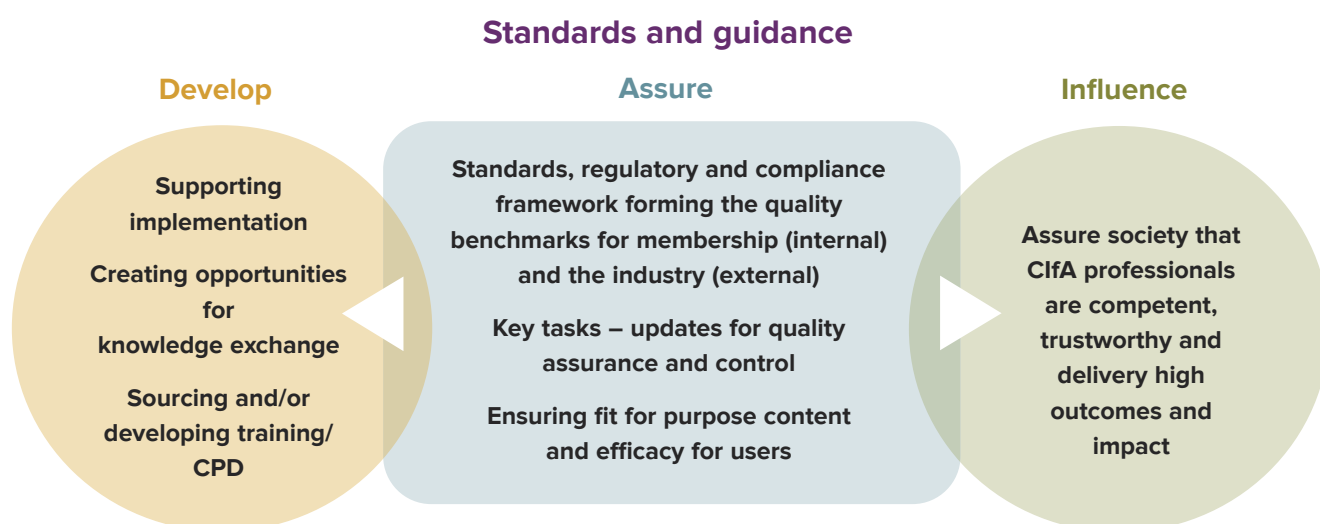
For more information about accredited degrees visit <https://www.archaeologists.net/careers/kit/skills/degrees>

Assuring society of the professionalism of our members

Aim: *ClfA will continue to drive the use of standards across the entire profession and look to provide better support to members in the understanding and application of guidance and standards.*

A key focus for ClfA is to assure society that archaeologists who are accredited by ClfA or on our register of organisations are competent, trustworthy and committed to delivering highly valuable outcomes and impact. A large part of our work towards achieving this involves

- promoting the importance of professional standards and their application by members when undertaking archaeological activities
- providing opportunities for CPD and knowledge exchange to raise awareness of ClfA's regulatory framework and support the continued development of both technical and ethical competence
- reviewing and updating ClfA's suite of documents and resources to ensure they remain fit for purpose
- drawing on the expertise of ClfA's network of specialist panels, working groups and committees who advise on specific issues related to professional standards and their application in practice



Promoting professional standards, guidance and good practice

This year, we have delivered workshops and presentations introducing and outlining the ClfA regulatory framework particularly to early-career archaeologists. These have focused on explaining the hierarchy of documentation, specifically the *Code of conduct* and Standards and guidance, highlighting how they are structured and how they should be applied to the work being undertaken. This promotion has also extended overseas where ClfA staff presented on the role of professional bodies and the importance of collaborative approaches to aligning guidance across jurisdictions at the Bundesdenkmalamt, Runde Tisch Archäologie 2025 (The Federal Monuments Office, Archaeology Round Table meeting) in Vienna.

The ClfA Dig Digital Toolkit (developed by DigVentures in partnership with ClfA and funded by Historic England) featured in a presentation given at the 26th European Archaeological Council (EAC) annual meeting and heritage management symposium in Gdańsk. The theme of the symposium was 'Life after life of archaeological archives – accessibility and re-use of archaeological collections in heritage management'. The presentation highlighted the resources and guidance developed and available as part of Dig Digital to support the management of archaeological digital data, emphasising the importance of sustainable good practice and applying Findable, Accessible, Interoperable and Reusable (FAIR) principles.

Providing resources to support the implementation of Standards and guidance

We want to provide straightforward guidance and resources to support members to carry out their work in line with our Standards and good practice guidance.

The use of Artificial Intelligence (AI) to support archaeological work and research has been a feature of several discussions around standards and good practice. As the development of AI technologies continues to advance and its use becomes more every-day, the ethics of its application need to be carefully and continually considered by users. This is especially relevant for accredited ClfA members and Registered Organisations working in accordance with the **Code of conduct and Standards and guidance**. To support good practice we published a statement with recommendations and further information about the use of AI when undertaking archaeological activities.

Our suite of web-based specialist Toolkits (developed to support good practice as defined by the ClfA Standards and guidance) are a great vehicle for providing accessible guidance and resources for practitioners across the historic environment sector. This year ClfA launched a new Toolkit for finds: pottery, which converts the content of *A Standard for Pottery Studies in Archaeology* (Barclay et al 2016) into a ClfA Toolkit format. The Toolkit was



created with the support of the original authors, the Prehistoric Ceramic Research Group (PCRG), the Study Group for Roman Pottery (SGRP) and the Medieval and Later Pottery Research Group (MLPRG). Funded by Historic England and delivered by members with the support of our Finds Group committee, the Toolkit outlines the recommended approach to all aspects of pottery work and has been designed to complement the existing Toolkit for specialist reporting. It will also help to ensure that pottery work being undertaken complies with the *ClfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials*.

Reviewing and updating our resources

ClfA reviews its own suite of Standards and guidance in response to changes to practice, policy/legislation, project recommendations and/or feedback and advice from our Area or Special Interest Groups. Working groups and panels comprising ClfA members and sector specialists are in the process of updating ClfA's Standard and guidance for

- forensic archaeologists
- archaeological geophysical survey
- the archaeological investigation and recording of standing buildings or structures

Most of these updated documents will follow a structure where the Standard and guidance appear separately, with the focus being the delivery of universal information that can be applied by practitioners wherever they are working. Awareness of ClfA and accreditation levels outside of the UK is steadily increasing, with ClfA members extending into 30 countries and Registered Organisations based in Germany and the Republic of Ireland. One of our strategic objectives is to ensure the ClfA *Code of conduct* and Standards and guidance are fit for purpose, universally applicable and link to local guidance across different jurisdictions.

This work is being guided by members through our professional standards advisory panel, our Area and Special Interest Groups and specialist advisory panels. A good example of this collaboration is the 2024 launch of new Standards and guidance publications by the Historic Environment Division (HED) for Excavation Licence holders and archaeological practitioners in Northern Ireland. These were mapped to ClfA Standards and guidance and the Codes of Conduct published by the Institute of Archaeologists of Ireland (IAI).

We have also updated two existing Toolkits.

- The Marine Special Interest Group committee, with input from external marine specialists, developed additional guidance for the Toolkit for Selecting Archaeological Archives. This Toolkit assists in creating project-specific selection strategies for archaeological projects with the newly added guidance providing important information on finds recovered from marine and tidal water contexts (up to Mean High Water Springs).
- In 2022 ClfA launched the Toolkit for Finds Reporting: Roman Coinage – the nationally recognised guide for anyone engaged in the planning, commissioning, production or monitoring of a specialist report on Roman coins. This year, with funding from Historic England and specialist input, the downloadable Roman Coin Recording Template (a unique and innovative feature of the Toolkit) has been updated with new features added to the wider resource, including a short introductory video, a downloadable pdf document containing all the Toolkit's guidance and a detailed FAQ section.

The Registered Organisation scheme

Our Registered Organisation scheme helps archaeological organisations to demonstrate their expertise and experience to their clients, colleagues and society.



There are currently 81 Registered Organisations. During this past year two new organisations have joined the scheme.

To retain their status, Registered Organisations submit a new application for registration every three years, unless the Registrations committee (Organisations) has asked them to submit one sooner. As part of that application they are inspected by a panel of peers. This panel can be made up from other ClfA-accredited professionals, local authority archaeological advisors and technical specialists. The recommendations of inspection panels are considered by the Registrations committee (Organisations) who assess whether the organisation has demonstrated that they meet the requirements of the scheme and are working to ClfA standards.

In the past year, 34 organisations were registered following inspection. In total they received two conditions, 44 recommendations to implement and 51 recommendations to consider. Subjects of these conditions and recommendations included reports, WSIs/project designs and publications, training and development, archive provision and public benefit.

The inspections are always intended to be collaborative conversations which should benefit everyone. While inspection ensures the organisations meet the requirements of the scheme, the process could also be reframed as an exercise in consultancy and an opportunity to take advantage of the combined knowledge and expertise of a team of competent peers.

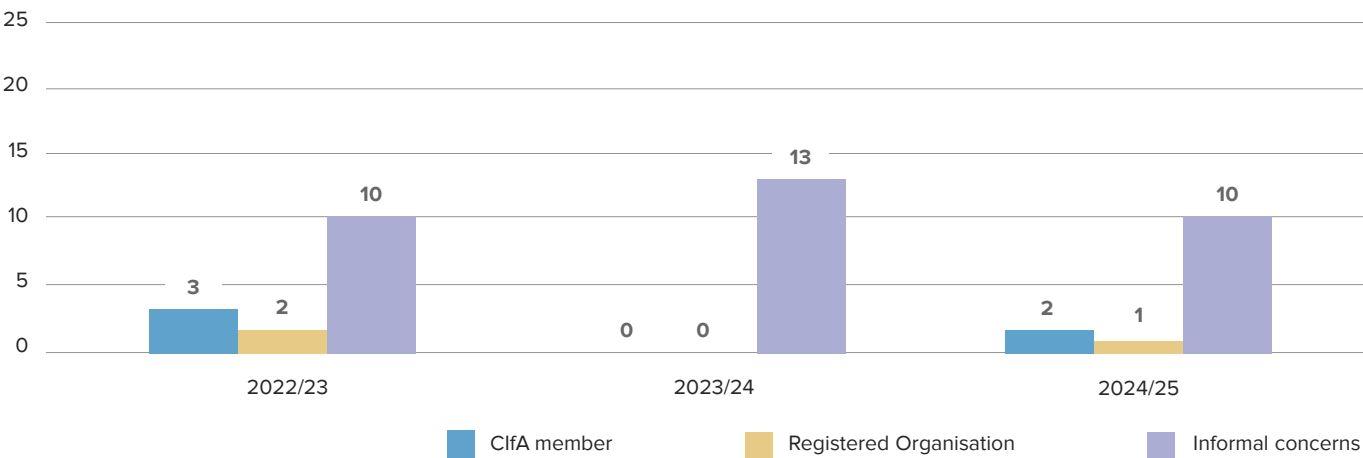
Degree accreditation

Accredited degree programmes include training in skills relevant for a career in the historic environment sector and embed professional standards into their teaching. There is greater emphasis on ensuring that graduates are equipped for the workplace if they wish to pursue a career in archaeology and have the skills and knowledge that employers in the sector value. Over the last year ClfA has received applications from two universities seeking accreditation for their archaeology programmes for the first time. We were very pleased to accredit Liverpool University’s BA and BSc in Archaeology, BA in Archaeology of Ancient Civilisations, and pathways through their BAs in Egyptology and Evolutionary Anthropology. An application from Exeter University is in the process of assessment. We also received applications for second terms of accreditation from all seven archaeology departments coming to the end of their initial five-year term. Five received re-accreditation for all programmes submitted, while the rest are continuing through the accreditation process. A Board-led review of the degree accreditation scheme criteria, value, costs and benefits is underway and will report later this year.

Professional conduct process

All ClfA-accredited individuals and Registered Organisations agree to abide by the Institute’s *Code of conduct*. This provides a mechanism for any concerns about the work or conduct of members to be investigated and builds trust and confidence, assuring society that members of ClfA are committed to delivering quality outcomes.

Over the last twelve months we have dealt with 13 concerns about practice. Three of these were submitted as formal allegations.



Number of formal and informal allegations received in the last three years

For more information about professional standards in archaeology, including the Toolkits, visit <https://www.archaeologists.net/work/standards>

For more information about the Registered Organisations scheme visit <https://www.archaeologists.net/register/ro>

Influencing policy and decision-makers to keep heritage at the forefront of their minds

Aim: *To work with organisations and governments across the UK and more widely to influence heritage-focused decisions. ClfA's engagement will continue to uphold its commitment to advancing the profession and supporting ClfA members, ensuring a bright and prosperous future for all.*

ClfA has a vital role in ensuring that archaeology is represented in policy discussions and understood by the key audiences archaeologists need to engage with, including politicians, government officials, various agencies, wider historic environment interests, client sectors and other partners. ClfA's influence is rooted in its members' expertise, mobilised and enabled by the resources ClfA dedicates to policy, advocacy and external relations.

The three-year aim for this area of ClfA's work is to develop the ways that ClfA mobilises its members, catalyses vital policy discussions and turns positive thinking into proactive action.

Promoting our work and our members

Our focus is to assure society that archaeologists who are ClfA members are competent, trustworthy and committed to delivering highly valuable outcomes and impact and to ensure that these messages are broadly communicated and understood.

For this reason ClfA is partnered with the Institute of Conservation (Icon), the Chartered Institute of Building (CIOB) and the Chartered Institute of Architectural Technologists (CIAT) in 'the Arc', a joint initiative designed to promote the professional registers of organisations across the historic environment sector. For the past 18 months the Arc has been aiming to gather supporters – including from the remaining register-owning bodies not currently partners. However, the Arc has now moved into a more active phase of promotion. ClfA is looking to utilise the Arc platform to promote ClfA content and use the relationships with Arc partners to increase our reach.

To make best use of increased traffic to ClfA's register we have implemented a change to our member database that allows MCIfAs to indicate that they are available for consultancy, to enable clients to more easily find specialists.

ClfA is also revising its approach to the production of a client guide, with the aim of creating a product more suitable for reaching intended audiences and further driving key messages about the importance of using accredited professionals.

Taking ideas forward into action

ClfA has always created spaces for archaeologists to discuss important issues and these discussions have shaped our advocacy and wider work. This has driven important sector initiatives like the Southport Report, and the *21st Century Challenges for Archaeology Programme*. As part of the three-year plan we are looking to enhance the way that we engage members and draw on their expertise to generate ideas and encourage wider member participation in taking forward actions and delivering solutions.

This year ClfA launched its Thought Leadership programme. The Thought Leadership programme will provide a platform for member-led events focused on the most pressing issues facing the sector that require action.

The first event on DCMS's Culture and Heritage Capital Programme was held in May and a partnership event with National Highways (see below) will be hosted in October. In future, the central event in the series will be the summer Strategic Leadership Summit, the first of which is scheduled for June 2026.



Building connections with other organisations

The co-CEOs have been reviewing the Memorandums of Understanding we have with other organisations and have had meetings or initial conversations with the Council for British Archaeology (CBA), the Association of Local Government Archaeological Officers (ALGAO), Institute of Archaeologists of Ireland (IAI), Icon and Archaeology Scotland. These meetings will look at opportunities for collaborations and reciprocal arrangements to strengthen and broaden our knowledge, networking and influence offer.



We have forged a new knowledge partnership with National Highways, recognising the significant contribution made to archaeological knowledge from National Highways schemes and their important role as a responsible and informed client. We were delighted to welcome them to the 2025 conference with a keynote speech in the opening address. We will be working closely with them on a knowledge-sharing event in the autumn focusing on lessons learnt from major infrastructure projects.

ClfA has also led a collaborative project to develop guidance for carrying out archaeological investigations on solar farms. The guidance will be jointly badged by archaeology sector bodies, Solar Energy UK, Historic England, Cadw and Local Government Association. When published, the guidance should have a meaningful impact mitigating current political and reputational challenges related to archaeology on this type of development.

We have continued to work closely with the Federation of Archaeological Managers and Employers (FAME), co-funding the 2023–24 State of the market for archaeological services survey, which will be published later in the summer. The survey provides valuable data which underpins our advocacy and skills work and provides the sector-wide context for our own member surveys and data collection, including the first salary benchmarking survey, which was published in January. This used data from advertised job roles between April 2023 and March 2024 to provide minimum, maximum and average salaries for a sample of roles, linked to grades of ClfA accreditation and compared with similar data from other professions and allied disciplines.

ClfA maintains vital advocacy partnerships with the Heritage Alliance, Built Environment Forum Scotland and the Better Planning Coalition. We pursue bilateral relations with many organisations. External relations goals for all partners will be set out as part of the three-year plan.

Sector skills advocacy and influence

ClfA continues to be part of the Historic Environment Skills Forum convened by Historic England. In Autumn 2024 the forum launched a new Historic Environment Skills and Careers Action Plan (HESCAPE), a strategic document which supports strategic approaches to skill development work in England. ClfA continues to represent the sector on the forum steering group.

In Northern Ireland ClfA leads on Aim 5 (Innovation, understanding and skills) for the Archaeology 2030 strategy. This year has focused on developing and releasing a skills survey to understand the current situation with skill gaps and losses in Northern Ireland. The analysis of results is currently taking place, and this will help inform future action.

We are contributing to the development of a Heritage Red Skills list methodology with Icon and Historic Environment Scotland, Historic England and the Construction Industry Training Board. The process will create an early awareness of skills at risk and support the sector to react with appropriate training interventions.

Advocacy

The election of a new government in July 2024 has meant that it has been a very busy year for ClfA's advocacy. Key activities have included engaging with new and returning MPs to build awareness of archaeology and working with Registered Organisations to arrange visits for MPs to offices and sites. This has additionally supported work by ClfA and CBA to re-form the All Party Archaeology Group following the General Election. The Group has now re-established under a new Chair and vice-Chair and has been well attended through its opening meetings.

Additionally, ClfA has

- been closely engaged with lobbying on major English planning legislation in the Planning and Infrastructure Bill and Devolution Bill and continues to pursue the implementation of the Levelling-up and Regeneration Act's provision for Statutory HERs
- briefed government officials and politicians ahead of an expected National Planning Policy Framework review later this year
- worked with CBA to submit joint responses on a variety of issues including the Land Use Framework, new towns and updated energy infrastructure National Policy Statements
- lobbied government in response to suggestions that it may withdraw funding from Level 7 Apprenticeships
- engaged with the Law Commission to provide expert advice in respect of the updating of Burials and Cremation Law

ClfA has responded to consultations relating to Scottish planning policy changes, an English national curriculum review, the programme for Government for Northern Ireland and EHRC guidance on interpreting updated provisions of the Equalities Act. ClfA has also responded to technical consultations by Historic England relating to marine geophysics guidance, managing change on historic battlefields, managing archaeology in London, and waterlogged wood.

Read our salary benchmarking report on the ClfA website at <https://www.archaeologists.net/work/practice/pay>

Details of our consultation responses are available at <https://www.archaeologists.net/advocacy/consultations>

Reforming our governance and administrative processes

Aim: *For ClfA to be more efficient and effective in what we do and to ensure that our people are empowered to deliver the outcomes of our strategic plan.*

To achieve the aspirations in our Strategic Plan and three-year plan, the Institute needs to be efficient and effective so that it is sustainable and fit for the future. Since July, we have undertaken a review of our internal policies and procedures.

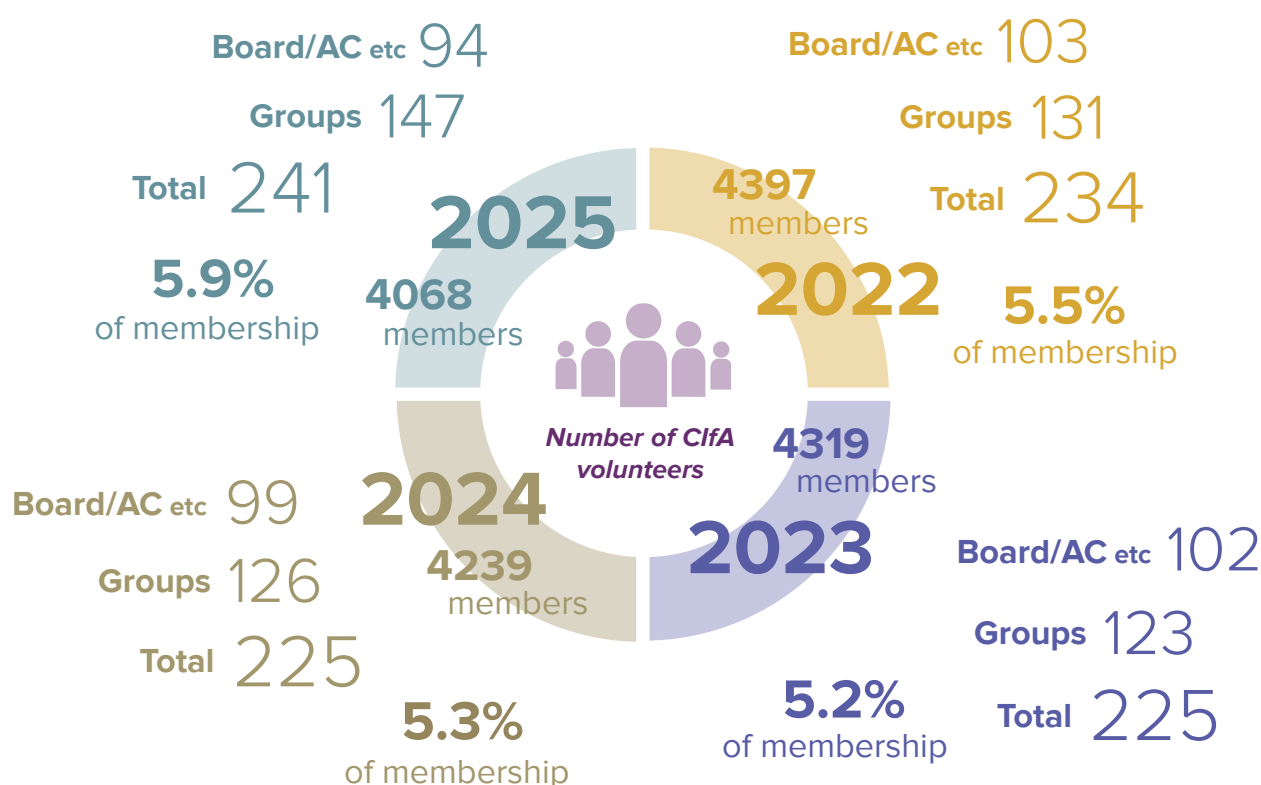
Internally, we have revised several staff policies including our staff handbook to better reflect current working practices and employment benefits. We have reviewed our technology to remove duplication across platforms and reduce unnecessary costs, and additionally terminated the lease on our office; we will be moving to a fully remote staff setup.

An informal review of the Institute's governance identified opportunities to improve how the Institute works and delivers its purpose. In January, the Board of Directors agreed the Terms of Reference for a governance review of the Charter, bylaws, regulations and policies of the Institute. This is initially focusing on a review of the Royal Charter and bylaws, the first stages of which will look at opportunities to clarify the wording in the documents to remove areas of repetition, to reduce restrictions by identifying content that could be transferred to the Regulations, and highlighting any gaps or inconsistencies with ClfA operations and activities.



Celebrating our volunteers

An enormous amount of work reported in this Annual Review would not be achieved without the support and commitment from members who input into and help shape our activities. ClfA has the full-time equivalent of 15.5 paid staff but without volunteers joining our Board, Advisory Council and committees and supporting our advocacy, the Institute would not be able to function as it does.



Over the last twelve months ClfA's committees and groups have been driven by an amazing cohort of 241 individual people volunteering their time. Some 94 accredited members currently volunteer on the Board of Directors, Advisory Council and the Validation, Registration, Equality, Diversity and Inclusion and Accredited Degree committees. They dedicate a huge amount of time and effort to helping the Institute meet its objectives and providing expert advice.

In addition, a further 147 members (from all categories) are involved in Area and Special Interest Group committees, across 155 different roles including

- 18 Chairs
- 11 Vice-chairs
- 6 Treasurers
- 16 Secretaries
- 104 Ordinary Committee members

Groups provide important networking opportunities for members and share professional papers, developments in their areas of work or study, celebrations in the field, CPD opportunities and training events. Groups also support ClfA in developing good practice guidance like the ClfA Toolkits and offer expert advice to staff responding to consultations. This year we have seen more Groups using the online Knowledge Hub platform (K-Hub). Seven groups now have K-Hub pages for their own file sharing and discussions to allow collaboration between volunteers and Group members. This also contributes to a reduction in email attachments and therefore lowers the carbon impact of Group members. For example, Group annual reports, tea break presentations and social media guidance documents are being uploaded and edited collaboratively on Group K-Hub pages.

Many other ClfA members volunteer their time outside of the formal committee and Group roles. Our volunteers support our work by

- providing content for *The Archaeologist* magazine and Professional Pathways bulletins
- being involved in a working group to update our specialist matrices, which provide additional information for applicants for ClfA accreditation who work in specialist areas
- being involved in project steering groups to update ClfA Standards and guidance and/or ClfA Toolkits
- offering advice for consultation responses
- assisting with professional conduct panels, Registered Organisation inspections, MClfA professional review interviews, accredited degree panels
- running sessions or speaking at conferences and other events

Thank you!

The Board and ClfA staff would like to offer our thanks to all those who volunteer for the Institute. We would also like to thank the organisations and employers who allow their staff to commit time to the Institute.

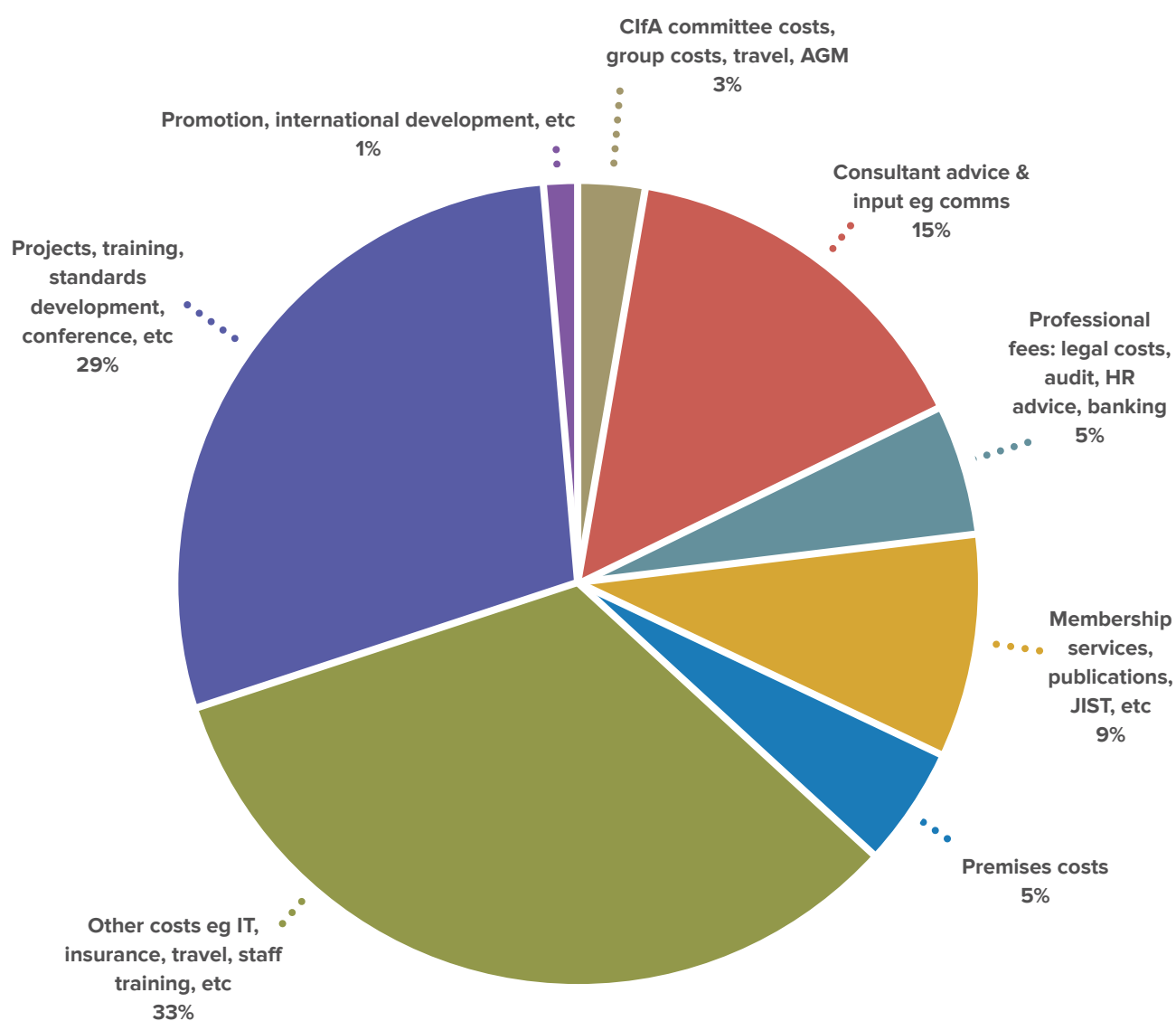
For more information about getting involved with ClfA visit <https://www.archaeologists.net/involved> or email us at admin@archaeologists.net

Accounts from 1 April 2024 to 31 March 2025

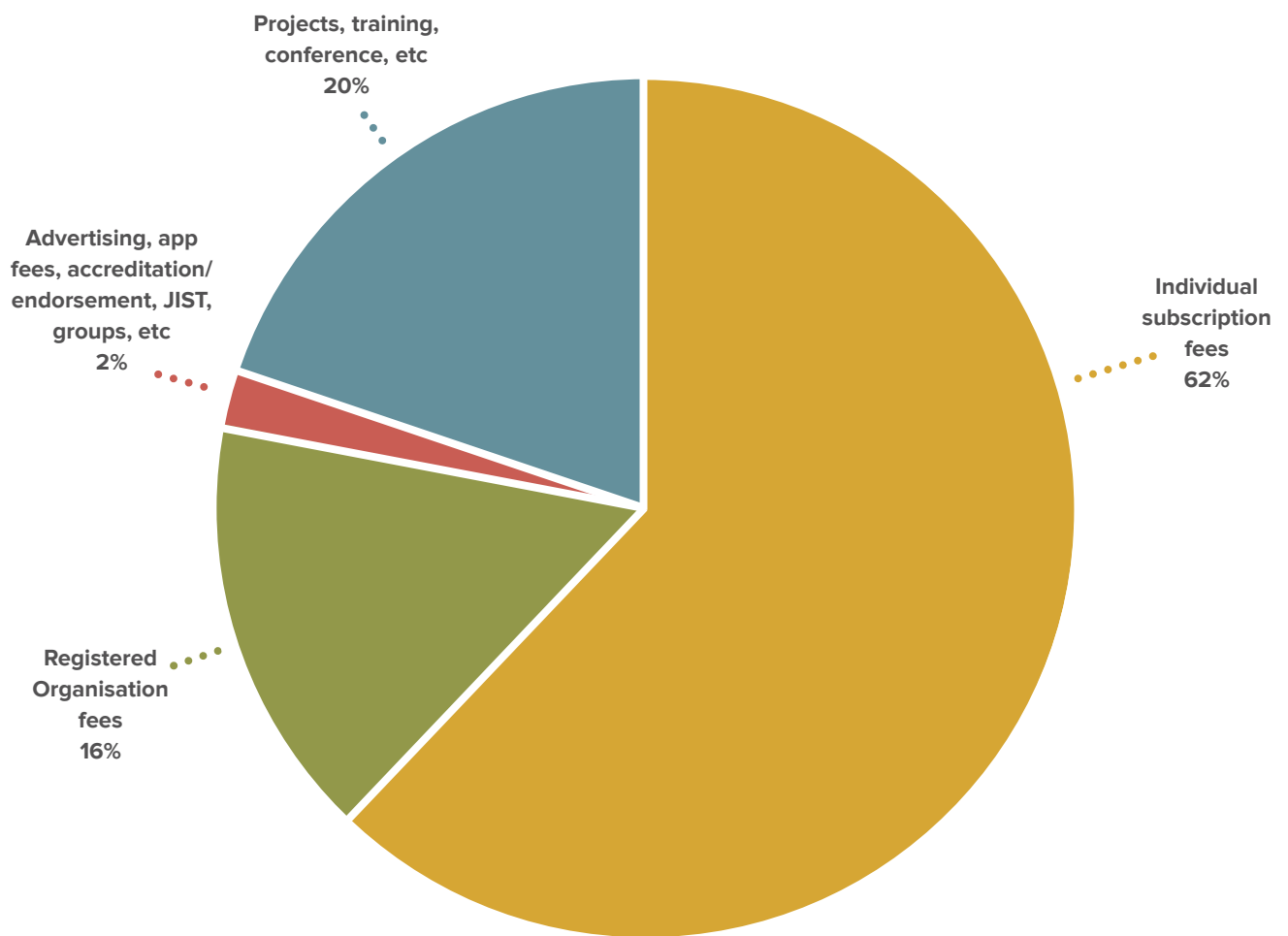
ClfA's accounts have been audited by Haines and Co Chartered Accountants. Under our Charter, the Institute is required to provide details of its income and expenditure to members for consideration at the Annual General Meeting.

Although not specified in the Charter, the Board has agreed to have these prepared in accordance with United Kingdom Generally Accepted Accounting Practice. Detailed income and expenditure accounts, financial statements and Honorary Treasurer report are available on the ClfA website at www.archaeologists.net/annual-reviews-and-accounts.

In addition to the costs of employing staff to run the Institute and deliver the work highlighted in this review to meet the objectives for the strategic plan, your subscription fees, along with external project funding and event fees, have been invested in the following areas:



ClfA expenditure April 2024 to March 2025



ClfA income April 2024 to March 2025

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