

## How soon is too soon to apply?

Have you recently changed your job role, got a promotion or started your own company?

Although the Validation committee do not use length of time in a role to assess applications, in order to see the four areas of the criteria demonstrated they will need to see a track record of your skills and experience. In most cases, it is easier to do this if you wait a bit longer to gather your evidence.



If you have recently changed job roles to work in a different kind of role (eg from fieldwork into consultancy or a specialism) or have recently been promoted, it can be harder to provide sufficient evidence (through your statement of competence, references and examples of work, where relevant) to demonstrate the criteria in your application.

The committee advises applicants in these situations to wait until you can show a reasonable track record working in your new role. This should help you to write your statement of competence more easily to support the four areas of the [competence matrix criteria](#).

It will also help your referees, as a new employer, line manager/supervisor, or external referee (for MCIfA) might not know you well enough in a short time to be able to provide a really useful and supportive reference.

The Validation committee might also ask you for more information in addition to the application requirements to support the examples in your statement to demonstrate the criteria. For example an additional reference from your previous employer or from someone in a quality assurance role (for MCIfA), and additional examples of work.

If you are still not sure if you are ready to apply please see the other links on the [Find your professional level](#) webpage to see what the committee are looking for at each grade.

You can also get in touch with Lianne or Ellen with any questions, concerns or a draft statement to check if you are ready to apply at [membership@archaeologists.net](mailto:membership@archaeologists.net) and they will be happy to help.