



Chartered  
Institute for  
Archaeologists

# Professional Pathways

## Aim for Associate

### February 2021 Bulletin

Hi – welcome to the first Professional Pathways bulletin for people who are working towards [Associate applications](#).

Professional Pathways aims to support members through the CIfA accreditation by signposting to useful advice, resources and training that will help members to build on their existing knowledge and skills and reach the next stage in their professional career. The content of the bulletins should help towards building two key elements of the validation matrix, 'Knowledge' and 'Perception of context' for your Associate (ACIfA) application as well as introducing you to a wider network of heritage environment professionals and working practices.

In this bulletin:

- Professional profile – Jacqui Matthews, ACIfA
- Competency matrices and 'perception of context'
- CIfA e-modules
- Any questions?
- What are we doing at the moment?

### Competency matrices and 'perception of context'.

All applications for professional accreditation are assessed against [the main competency matrix](#) so you will need to match your skills and knowledge to that. You can find out more about the difference between Practitioner and Associate grades by pressing the 'Aim for Associate' link [on the Professional Pathways webpage](#).

In addition there are a number of [specialist matrices](#) that might help to guide you if you work in one of these areas. These have been developed by the CIfA special interest groups. It will help the committee if you mention that you've used a specialist matrix to understand where your skills and competence can be mapped to the main matrix. Some groups have produced their own guides to early career development such as the [Graphics Group guide 'The profession: getting started in archaeological illustration'](#) and ['The profession: getting started in survey'](#).

Understanding how your job role and career planning fits in with the sector as a whole contributes to your 'perception of context' and using the matrices illustrates how you can show evidence of this.

## E-learning modules to support your application

CifA currently offers four e-learning modules, on professionalism, the planning system, career planning and professional ethics. The professional ethics module is supported by a [professional practice paper](#) on professional ethics which has useful and relatable case studies that illustrate ethical dilemmas and guidance on how to approach the daily ethical decisions we make as archaeologists. More modules are being planned and if you have any suggestions for a subject that might be useful please let us know.

## Professional profiles – Jacqui Matthews, ACifA

Jacqui started at Cambridge Archaeological Trust (CAT) in 2000 as a Post Excavation Finds Officer for the Whitefriars excavation, 'The Big Dig', which became one of the largest urban excavations ever undertaken in the UK, employing over 200 professional archaeologists over four years. She found she was skilled in rapid improvisation and problem solving to ensure their finds system remained effective and efficient. Working on such a high-profile, challenging project combined with intense media interest was a very steep learning curve. Now Jacqui is rarely daunted by anything in her daily work.

In 2016 she started working for Headland Archaeology as Survey Coordinator/Supervisor on the A14 Huntingdon to Cambridge Reroute and Improvement Scheme; a major project undertaken by MOLA Headland Infrastructure (MHI) on behalf of Highways England which resulted in the archaeological investigation of 350ha and the excavation of over 41,500 features. Her main role involves survey training and technical support for over 100 archaeologists across 35 targeted excavations, the tracking and management of all associated Total Stations and DGPSs, CAD work, survey audits and earthwork surveys. She has taught survey to volunteers, recorded ancient sediments and retrieved woolly mammoth and rhino bones.



Jacqui found her application for Associate accreditation was a great opportunity to reflect on her varied career as well as recognition of her professional skills and knowledge.

## Any questions? Please ask

If you've got a question about CifA or careers please send it to [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net) or for membership application enquiries contact [lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net) You'll get a confidential answer but if the information could help others it will be included in an anonymised FAQs section. Here's a couple of questions that are often asked:

### I've heard about degree apprenticeships in archaeology – what are they?

Three Trailblazer apprenticeships have been developed at L7 – Cultural Heritage Conservator, Archaeological Specialist, and Historic Environment Advisor. You can find out more about them on [Historic England's website](#). They are particularly useful to employers wishing to upskill staff so, if you are hoping to define your career path towards an archaeological specialism or heritage advice, the first step might be to have a conversation with your manager about the possibility of an apprenticeship. One of the first apprenticeships to get underway was the L4 Heritage Advice

assistant and this is being offered again from September by [Strode College](#) as well as the L7 Archaeological Specialist which is being offered by [the University of Wales Trinity St. David](#).

### **I'm not a UK citizen, how will Brexit affect working in the UK?**

As of 1 January 2021, a new immigration system is in operation in the UK, following the end of the Brexit transition period. Here Rob Lennox, Senior Advocacy Coordinator, discusses the new rules.



Cifa is concerned that non-UK labour will become much less accessible as a result of these changes. The changes make it harder and more costly for employers to seek non-UK labour from the EU which has made a vitally important contribution to filling short term skills needs in the sector. Recent figures from the State of the Archaeological Market report indicate that the proportion of non-UK archaeologists employed in the workforce is already declining – at 11% in March 2019, down from 15% in 2018. Cifa's view is that the new system increases costs on employers and employees, and likely to discourage many applicants from work in the UK. However, there are some positives for non-EU citizens who now may find that they have more opportunity to find work in the UK, as well as additional options for international students wishing to find work in the UK after finishing their studies.

A new *Skilled Worker* visa route (replacing Tier 2 visas) will apply to all non-UK citizens equally, with the exception of citizens of the Republic of Ireland, who are exempt from visa requirements to work in the UK under existing legislation.

Applicants must meet criteria which will award 'points' which total 50. An additional 20 points from 'tradable' characteristics will be required in order to reach the necessary 70-point threshold ([see here for a list of 'points'](#)). Because archaeology is on the [UK Shortage Occupation List \(UKSOL\)](#), applicants for jobs in archaeology are awarded 20 points. This means that they only have to satisfy the minimum salary threshold of £20,480, whereas jobs not on the UKSOL must meet a salary threshold of £25,600. Those with PhDs relevant to their job offer may also be able to use this for an additional 10 points enabling a slightly reduced salary threshold.

The skilled visa route requires that an employer is registered as a visa sponsor, which, at the moment, most are not. Skilled worker visas can be valid for up to 5 years, after which time they may be able to apply for indefinite leave to remain. However, while on a Skilled Worker visa, restrictions will apply on such things as changing employers part way through a visa. This means that it may be difficult for applicants to swap between short term contracts. There are also costs for applicants and employers per member of staff. In total, an applicant can expect to pay an application fee, an annual immigration Skills Charge, and an annual NHS-surcharge. These fees are increased for those wishing to move to the UK with dependents.

[You can find more detailed information about the new system on the Gov.uk web pages.](#)

### **What are we doing at the moment?**

The Innovation Festival was held during the last week of January and I hope you were able to join some of the sessions. If you weren't able to, you're still be able to get access to the sessions that were recorded and the links are on the [events recordings page](#).

We're continuing our Zoom digital tea and lunch breaks. Expand your social network from wherever you are. It's a good opportunity to chat with people other than your daily contacts! We usually have

two or three topics to set off the conversation and details of how to join will be on the website nearer to the time. CfA staff will also be joining in on the conversations, so feel free to say hi! Find out when the next one's happening on our [events calendar](#).

Looking further ahead the CfA Forensic Archaeology special interest group is holding its first online poster conference in March and will showcase different aspect of their work. You can find details about that and other upcoming events on the CfA [Events page](#).

The CfA annual conference is being held online for the first time, from 21 to 23 April 2021. You can find details of how to book plus a draft timetable on the [conference page](#) and there are several [bursaries available](#).

We're continuing to work from home, and you can get hold of us by e-mail at [admin@archaeologists.net](mailto:admin@archaeologists.net)

If you have any questions or suggestions for the next bulletin please send them in.



A handwritten signature in black ink that reads 'Anna Lianne'.

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