



Members eBulletin, March 2022

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CIfA NEWS ROUNDUP

Minimum salary rates April: reminder

From 1 April 2022, the following recommended minimum salary rates will apply

	PCIfA	ACIfA	MCIfA
2022	£21,100	£24,600	£31,600

All members and registered organisations are required by the CIfA *Code of conduct* to endeavour to meet or exceed the CIfA recommended minimum salaries. You can find more information about CIfA's minimum salaries policy and the work we do with sector partners through the Industry Working Group to improve pay and working conditions [on our website](#).

Equality, Diversity and Inclusion committee vacancy

We have a vacancy for a CIfA accredited volunteer to join our Equality, Diversity and Inclusion (EDI) committee.

The purpose of the EDI committee is to support the Board of Directors in delivering its strategy for equality, diversity and inclusion. You can find out more about this on our [equality, diversity and inclusion webpages](#).

If you are interested in standing for election, please find out more on the [committee webpage](#). We are very keen to ensure as wider representation on the committee as possible and would encourage applications from accredited members who meet the requirements.

The deadline for expressions of interest is 1 April and should be emailed to alex.llewellyn@archaeologists.net

Competence assessment changes

The way we assess competence for CIfA applications is changing

From 5 April we will be updating the guidance for applicants to include the changes to the way we assess applications for CIfA accreditation. While we update the information, we will not be accepting applications; applicants and members will be able to apply against the new criteria from 1 May.

These changes are to the **criteria** we assess applications against for Practitioner, Associate and Member accredited grades as well as the introduction of a **professional review** for Member applications. They will require applicants to demonstrate that they understand and work in accordance with the Code of conduct and relevant CIfA Standards. More details are in the [news item](#), and we have added an [FAQs page](#).

We have also set up a [short survey](#) to inform our communications and would be grateful if you would take a few minutes to complete it.

CIfA staff are working with the Advisory Council and Special Interest Groups to develop additional guidance and resources to support the new process and we will be holding a series of ethics and accreditation workshops for applicants.

If you are thinking about upgrading your accreditation from May, we recommend signing up to our [Professional pathways bulletins](#) so you will have access to more information about the new assessment process and the resources available to support you with your application over the coming months. Our professional pathways scheme provides structured resources to support members throughout their careers and to help them understand and meet the competence requirements for professional accreditation at the appropriate grade.

Membership Update

We need you!

The role of our Validation committee is to carry out a peer review process to assess individual applications against the requirements for CIfA accreditation. We have been holding them virtually this last year, and hope to hold one in person later this year.

We have welcomed four new committee members this last year, but we are always looking for accredited members to get involved to ensure we have a wide representation for this process. This is a benefit to applicants but can also benefit individuals and can count towards your CPD. Find out more about [getting involved here](#).

Accredited at Member (MCIfA)?

With the introduction of the new guidance for accredited applications, we are also seeking panel members to undertake the professional review interviews for MCIfA and will offer training and support for this.

Are you interested?

Please email Lianne to find out more lianne.birney@archaeologists.net

Membership Update

Join over 3000 accredited professionals!

Accreditation demonstrates you have the skills to carry out your work and that you've committed to work in accordance with CIfA's professional Code of conduct.

[Find out more about joining here](#)

This brings our total membership to 4207, divided into 3154 accredited and 1053 non-accredited. (In March 2021 this was 4004 in total, 3036 and 968)

The break-down is as follows:

Honorary MCIfA	11
MCIfA	1574
ACIfA	741
PCIfA	828
Affiliate	455
Student	598

The first meeting of 2022 has seen a considerable increase in the number of applications and upgrades, many of which were successful. We are pleased to tell you that 15 existing members successfully upgraded, and 13 new applicants were successfully accredited.

Since January 2022 we have validated 84 Student and 24 Affiliate members, plus 7 successful re-joiners at accredited grades.

Once the new application guidance is launched in May 2022, Lianne will be holding workshops to help applicants complete the application process for accreditation, which have proved useful to those who have attended so far. Look out for more soon!

We look forward to receiving your application!

[Find out more here](#) and **[apply online here](#)**. If you need any help, please contact Lianne at **membership@archaeologists.net**

Subscription renewal information for 2022/23

The subscription renewal notices for the period 1 April 2022 to 31 March 2023 were circulated this month. If you have not received yours, please let us know or **[renew your subscription online](#)**.

To renew your subscription online you will need to log in to your account. For further information, please see our **[CIfA website login instructions](#)**.

Once you have paid your subscription fees you will be able to download your most recent card on your member dashboard from a PC or smart phone/tablet. If you require a hard copy of your member card, please let us know.

Being part of a professional body isn't just about products, discounts and services, but it's always useful to know that CIfA membership is **[tax deductible](#)** and gives you a **[15% discount from Cotswold Outdoor!](#)**

If you have any queries regarding your CIfA subscription renewal, please see the **[subscriptions page](#)** of our website and **[subscription FAQs](#)**. Do not hesitate to contact us at **subscriptions@archaeologists.net** if you cannot find the answer you are looking for.

Registered Organisation update

We are now planning the Registered Organisation inspections for the coming year.

Following feedback from previous inspection panel members and Responsible Post Holders, the inspections will be conducted either online, or for those organisations that undertake intrusive works, we will make arrangements for a hybrid inspection, (both online and in person).

We will be looking for around 80 inspectors for the coming year. The panel always includes archaeological managers, but we also really value a range of experience from site staff to post ex and although inspectors (other than curators) must be accredited CIfA members, we value people at all grades. Of course we also welcome back experienced panel members from previous inspections.

As well as recruiting people to join the panel for the day of inspection, we will also be looking for people who can inspect the premises and/or conduct the site visit. This may be on a different day to suit the inspector and the organisation.

Being on an inspection panel is great CPD. Here are comments from some recent panel members.

"Whilst it is a chance for you to help the RO by giving your experience, it is also an opportunity to ensure that standards are met and overall raised in the archaeological profession. It also allows you to consider your own working practices and other professional issues so there can also be a personal gain from the experience".

"Its a great way of learning more about how CIfA operates, you really understand the standards and guidance, and its good for networking and building relationships across the sector".

"Participating in an RO inspection panel is rewarding, not just for the RO being inspected, but I have found the experience useful for personal development (where appropriate) especially with regard to ethical practice".

If you are interested in getting involved please apply [online](#) or by emailing Kerry.wiggins@archaeologists.net. You are also welcome to phone Kerry for an informal chat about the role on 0118 304 8518 or 07808 780951. See the draft [Registered Organisation schedule](#) for the coming year.

Professional development: training, pathways and accreditation update

CIfA approved by Ofqual to deliver end-point assessment for apprentices

We are delighted to have been approved by Ofqual to deliver end-point assessment for the Level 4 Historic Environment Advice Assistant apprenticeship standard. Following a consultation by the Institute for Apprenticeships and Technical Education (IfATE) in 2020, it was decided that quality assurance for all end-point assessment organisations (EPAOs) would in future be provided by the government qualifications regulator, Ofqual. EPAOs were given a deadline of January 2022 to complete the recognition process.

All apprentices must go through a comprehensive and in-depth training programme delivered through a combination of on-the-job learning and off-the-job training with a training provider. At the end of the programme, having a rigorous assessment is key to ensuring that the apprenticeship qualification is trusted and respected. CIfA is the first EPAO to be approved to deliver assessment for the apprenticeships developed by the Historic Environment Trailblazer group led by Historic England. Early in 2022, we completed assessment of the first ever cohort of historic environment apprentices.

Completing the Ofqual recognition process is a significant undertaking – CIfA was judged against the same criteria as qualification awarding organisations like City and Guilds. We had to analyse every part of our assessment process and take an even more detailed approach to risk management and documenting our procedures to show the regulator that it can trust CIfA to deliver the high-quality assessment that apprentices and employers expect.

Options for sustainable archaeological archives

Arts Council England and Historic England commissioned this report as part of a project looking into the long-term storage and curation of archaeological archives in England. The overarching aim of the work has been to understand how the museum and archaeological sector can be best supported to manage and maintain archaeological archives. The purpose of the document is to highlight the study's results, providing an outline of the challenges and suggesting recommendations to help address them. The report can be [found here](#)

Groups events/training

Keep up-to-date with all our events via our [events webpage](#).



Our Cifa2022 annual conference will incorporate keynote addresses, wide-ranging sessions and training workshops in an integrated live and virtual forum which will run from 25 - 29 April 2022.

[Register here](#)



Evening chat

24 March | from 18:00 | online

Come to our evening networking event. This time we will be meeting the new Equality, diversity and inclusion committee; and also talking about career shifts.

[Register here](#)



Developing strategies for fieldwork safety

28 March | 18:00-20:00 | online

For students and early career archaeologists based in Scotland, this session will be led by Jerika Loren Heinze, from the Fieldwork Initiative.

[Register here](#)



Developing strategies for resilience in the workplace

28 March | 18:00-20:00 | online

For archaeologists based in Scotland, this session will be led by Jerika Loren Heinze, Fieldwork Initiative. The workshop will explore trauma, mental health and imposture syndrome within the workplace, how these can impact career progression, and provide strategies on how to develop resilience in the workplace.

[Register here](#)

OTHER FORTHCOMING EVENTS

Fieldwork opportunity



Inclusive archaeology at Harlaxton Manor

This June, we are happy to announce a month-long field school and community archaeology dig in Harlaxton on the outskirts of Grantham. Running Wednesday to Thursday, we are aiming to make this the most accessible and enabled dig in Britain. With the full support and partnership of the EAF, we can accommodate a range of support needs. Alongside American and British field school students, we will be investigating a range of features including a Victorian walled garden, presumed Iron Age enclosure and system of ditches, and WWI training trenches. All training is provided, and no specific experience is required. Of course, if you're an experienced archaeologist, we'd love to hear from you, too.

Please join us and help to make this a memorable, accessible and fully enabled dig at Harlaxton!

Norfolk and Norwich Archaeological Society conference

In spring 2022, the Norfolk & Norwich Archaeological Society plan to celebrate the resilience, variety and success of the thousands of volunteers doing archaeology in the county, with a day conference to be held at UEA on Saturday April 9th. The aim of this conference is to explore the richness of community archaeology in Norfolk, and to shed light on current practices, aspirations, key interests and potential partnerships, as well as looking into future needs, and how we can improve access and widen participation in archaeology for all. Full details can be [found here](#).

Flexible Working Webinar



Dell Technologies are delighted to invite Chartered Institute for Archaeologists members to their **Flexible Working Webinar - How small businesses can use WFH to gain competitive advantage on 7 April at 9am.**

Members can register and view the event synopsis [via the URL here](#).

From this webinar, members will discover how to:

- Empower your remote workforce with on-demand solutions from device to the cloud
- Equip your small business with intelligent; secure devices for the digital workplace to successfully work from home, onsite or anywhere in-between
- Solutions that deliver increased productivity and user wellbeing.

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