

Accredited degree applicants Statement of competence and references

How to complete the statement

This document forms a basic template to put together a statement of competence, see [Application guidance webpage](#) for PCIfA applicants for more information. This is a **compulsory** element of any application for Practitioner (PCIfA), Associate (ACIfA) or Member (MCIfA) grades. You can complete the form to upload or write into the online form; please note new applicants cannot save and return to it.

Applicants must provide a statement outlining their employed or voluntary roles and say how their current role demonstrates the four areas of the [competence matrix](#), see below. It is the most important part of your application as it informs the Validation committee about how your skills and experience demonstrate the criteria and helps them reach a decision.

Remember the committee members do not know you or the experience you have, so please take time to write it carefully.

Referring to **the competence matrix for accredited degrees** please give as much information as possible under each heading and ensure you specify what you have done on the course, placement or outside of your degree, like extra research, training courses or volunteering. Provide some information about what you know, but mainly need to show what **you can do** as a result of taking the accredited degree.



The Validation committee will benchmark your application against the same competence matrix, so please refer to it in your statement; this is **the key** to ensuring you have **demonstrated** the different skills, levels of responsibility and depth of knowledge for the grade you are applying for to the committee. Undertaking and completing the degree is not enough on its own.

Reflecting on your work and placements is a good way to assess if you have covered these four areas and to see any gaps in your knowledge.



Where to start

The boxes in the statement template should expand and boxes will appear in the online form as you type. Please add more sections in the template as required. Start with your **most recent** qualification using specific examples of your work and how these demonstrate the criteria. Read the **competence matrix for accredited degrees** to assist.

Areas that you should provide information on include

- **employed or voluntary work experience (where relevant)** - for each post give the job title, the name of the organisation, start and end dates, and a description of the role and the responsibilities held.
- **list of projects/publications/grey literature (where relevant)** – this can include student magazine or website articles, blogs, and/or examples of written course work material. Where a piece of work is jointly authored or the authors not defined, please indicate which part(s) you were responsible for.
- **qualifications** - explain how your accredited degree experience **demonstrates** the four areas of the competence matrix relevant to your application.

- **examples to support your application** - It is not compulsory to submit examples of your work or studies for PCIfA grade, however in order to demonstrate the work you have done to the committee, and to support your statement more fully, it is a good idea to include some, e.g. at least one example for each of the four areas.

The competence matrix covers four areas:

- **Knowledge** – good working knowledge in the area you are working in and applying this – For example, you could describe the work that you do/have done and the knowledge and understanding of the historic environment that underpins it.
You could tell us how the examples you give meet the appropriate CIfA Standards, any relevant specialist codes of practice or standards.
- **Autonomy** – some responsibility for own work while under supervision and collaboration with others – For example, you could tell us how the work you do relates to other people on your course/in your team and who you report to. How do you judge when it's appropriate for you to make a decision and when to consult with others?
What are the skills you need to work with others? Why is it important to maintain good communication and what happens if that goes wrong? Are there examples you can give which illustrate how you have contributed as a team member?
- **Coping with complexity** – have carried out some complex work under general supervision – For example, you could describe a situation where you had to undertake a particular type of work for the first time or encountered an unexpected discovery, result or scenario. What steps did you take to ensure you were able to proceed and who did you consult? Were there particular challenges you had to overcome? How would you recognise that a situation is beyond your skillset and where might you go for help? How did you find out what the best approach might be?
- **Perception of professional context** – can see actions as a series of steps and processes, recognising each role in the team and show an understanding of the ethical requirements of the Code of conduct and in its application – For example, you could tell us how the [CIfA Code of conduct](#) can guide your practice. What are the relevant Standards, guidance, organisational codes or good practice documentation that you would refer to and how do they ensure your work is to the appropriate professional standard?
Tell us about how you have shared your own knowledge and understanding with other people, engaged with individuals or communities, or helped other people to access information about the historic environment.

Copies of your CV may also be submitted but you **must** include a statement of competence.

References

- Need two people who know your work e.g. Course lecturer/teacher, placement supervisor, volunteer supervisor.
- They comment on your technical and ethical competence in the four areas of the competence matrix to tie in with your application.