

Membership regulations

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

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Membership regulations

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Membership regulations

1 Introduction

These regulations underpin those parts of the Charter (clause 9) and the by-laws (5.1-8.7) relating to members.

2 Definitions

- 2.1** A member of the Institute shall be a person whose name appears on the Register of the Institute and shall include a person whose name appeared on the register of the former Institute immediately prior to the grant of Charter provided that such name has not since been removed from the Register.
- 2.2** The by-laws provide for accredited, voting members (Practitioner, Associate and Member) and non-accredited, non-voting members (Affiliate and Student) (clauses 5.3 and 5.5 respectively). The Institute may for most purposes refer to them as accredited members and non-accredited members respectively to reflect the differing entry requirements set out below.

3 Qualifications for membership: technical competence and ethical suitability

- 3.1** Members (MClfA) shall have satisfactorily exercised personal responsibility for a substantial portfolio of archaeological/historic environment practice and shall substantiate an appropriate track record of technical competence demonstrated by sustained performance and achievement over the required period as prescribed in these regulations and the competence matrix below.
- 3.2** Associate members (AClfA) shall have satisfactorily exercised personal or delegated responsibility for archaeological/historic environment practice and shall substantiate an appropriate track record of technical competence demonstrated by sustained performance and achievement over the required period as prescribed in these regulations and the competence matrix below.
- 3.3** Practitioner members (PClfA) shall have satisfactorily discharged the appropriate archaeological/historic environment responsibilities and shall substantiate an appropriate track record of technical competence as prescribed in these regulations and the competence matrix below.
- 3.4** Student members shall be undertaking a full or part-time course (normally half or greater than a working week) of study in subjects relevant to archaeology and the historic environment or undertaking an unrelated course of study but with an aspiration to pursue a career in archaeology and the historic environment or undertaking a programme of vocational training approved by ClfA.

- 3.5** An Affiliate member shall have an interest in archaeology and the historic environment.
- 3.6** Members, Associates and Practitioners shall provide at least two referees as evidence of their technical competence, referring to the competence matrix below, and ethical suitability.
- 3.7** Student members shall support the aims of the Code of conduct and shall aspire to gain the competence for accreditation.
- 3.8** Affiliate members shall support the aims of the Code of conduct and shall aspire to gain ethical competence.
- 3.9** Along with the relevant post nominals, accredited members of ClfA are also permitted to use the Institute's logo to promote their membership with the following conditions
- The logo must be accompanied by the following 'Accredited individual of the Chartered Institute for Archaeologists', or 'Practitioner (or appropriate) member of the Chartered Institute for Archaeologists'
 - The logo can only be used where it is clear and unambiguous that it relates to the individual who is accredited and not an organisation associated with the individual. In cases where this is not clear, the Institute will request that the logo is removed with immediate effect. Failure to do so may be deemed as a breach of the Code of conduct.
 - Ideally, where possible, the logo should include a hyperlink to the ClfA website
- The Institute may issue further binding instructions or guidance governing the use of the logo and designations at its discretion.

4 Applications for accredited membership

Candidates wishing to be considered for accredited membership of the Institute shall submit the following

- 4.1** a completed, signed application for membership in the form for the time being prescribed by the Board of Directors and all necessary supporting information for applications for accredited membership as prescribed by the Board of Directors, including a Statement of competence, examples of work and references as required.
- 4.2** payment of such non-returnable application fees as may be prescribed by the Board of Directors
- 4.3** a signed undertaking
- 4.3.1** (in the case of accredited members) to observe the provisions of the Institute's Charter, by-laws, and regulations
 - 4.3.2** (in the case of non-accredited members) to support the aims of the Institute's Code of conduct
 - 4.3.3** to pay the Institute such subscription as may apply for that grade of membership

5 Validation committee

- 5.1** The Validation Committee shall have delegated authority from the Board of Directors to determine applications for accredited membership in accordance with these regulations.
- 5.2** The Validation Committee may also consider general matters relating to membership and make proposals for revisions to the application process and regulations to the Board of Directors.
- 5.3** The Validation Committee shall consist of accredited members appointed to the committee by the Board of Directors. The Board of Directors may also invite any other person to advise the Validation Committee on the determination of applications
- 5.4** The Validation committee shall elect a Chair and may elect one or more Vice-chairs as deemed appropriate.
- 5.5** The quorum for meetings of the Validation Committee is five: the Validation Committee may, for a single meeting, appoint any member of staff who is an accredited member to step in to ensure a quorum.
- 5.6** All documents reviewed and information discussed at committee meetings shall be treated as strictly confidential.
- 5.7** The Validation committee shall meet as required and at a frequency sufficient to ensure that applications are processed on a reasonable timescale; the timetable shall be decided and agreed by the committee each year.

6 Validation of applicants

- 6.1** The Validation committee will determine the following types of application for accredited membership
 - 6.1.1** Practitioner (PCIfA), new application, upgrade from Affiliate or Student (except as provided below)
 - 6.1.2** Associate (ACIfA), new application, upgrade from Affiliate, Student or Practitioner
 - 6.1.3** Member (MCIfA), new application, upgrade from Affiliate, Student, Practitioner or Associate
 - 6.1.4** The Validation Committee may also determine other applications passed to them by staff of the Institute.
- 6.2** The Institute's Senior Membership Services Coordinator or nominated deputy shall determine the following types of application (except as provided for by provision 6.3 below)
 - 6.2.1** Affiliate – new application or transfer from any other grade to Affiliate
 - 6.2.2** Student – new application or transfer from any other grade to student

- 6.2.3** Re-joiner – reinstated application (but not self-validated members, or those who have been expelled from the Institute)
- 6.2.4** Practitioner – new application, upgrade from Affiliate or Student
- 6.2.5** NVQ fast track – new application, upgrade from Affiliate or Student
- 6.3** Any applications that the Institute’s Senior Coordinator considers not to be straightforward shall be referred to the Validation Committee for determination.
- 6.4** For each and every application the Institute shall maintain a record of all information supplied and requested, which shall also document the discussions, actions and decisions of the Senior Coordinator, any specialist assessor(s) and the Validation Committee throughout the lifespan of the application. This record shall form part of the documentation supplied to the Membership Appeals Committee (MAC), made up of six members of Advisory Council, should an appeal result from the decision.
- 6.5** Applications for MCIfA and ACIfA may, where appropriate, be viewed in advance of a committee meeting by a panel of no fewer than two assessors, one of which should be identified as a specialist within the applicant’s field of expertise.
- 6.6** Delegation of authority: where a determination cannot be made in a meeting due to missing evidence, the committee can delegate to the Chair/Vice-chair or Senior Coordinator or nominated deputy as appropriate, to approve the application upon receipt of the missing documentation. If the additional documentation raises new queries about the application, it shall be referred back to a formal committee meeting.
- 6.7** The Validation Committee must be, and must be seen to be, impartial in its decisions. Applicants shall be considered on the evidence provided and how it demonstrates the criteria.
- 6.8** Given the size and nature of the profession, it is to be expected that a member of the Validation Committee may know an applicant personally. Committee members must be able to discuss all applications openly and be free to make positive or negative recommendations. Any close personal or professional relationship must therefore be declared before discussion of an application. In some cases it may be appropriate for the committee member concerned to leave the room during the discussion.
- 6.9** Where information is known that throws into doubt an applicant’s suitability, comments made by committee members or referees concerning an applicant’s lack of technical or ethical competence should be noted down and treated as formal references. These may be followed up by requesting additional references, documentation or by contacting the original referee again for information
- 6.10** Allegations of professional misconduct raised by committee members or referees regarding an existing member should be dealt with according to the Institute’s professional conduct regulations and procedures

- 6.11** If an applicant is or is about to be subject to professional conduct or criminal proceedings, the application may be deferred until the outcome of the proceedings has been determined
- 6.12** If an applicant's examples of work are considered to have template issues and are from a Registered Organisation, the committee may pass the comments onto the Senior Membership Services Coordinator to be reviewed at their next inspection.

7 Application requirements

- 7.1** Technical competence shall be assessed against the competence matrix (clause 11), with decisions on the level of competence based on the documentation submitted. Ethical suitability shall be judged on the evidence from references.
- 7.2** The Institute shall publish guidance to applicants.
- 7.3** An NVQ in archaeological practice shall be accepted as evidence for technical competence, and the different levels of NVQ provide evidence for technical competence at the different accredited grades as follows
 - 7.3.1** NVQ level 3 – Practitioner
 - 7.3.2** NVQ level 4 – Associate
 - 7.3.3** NVQ level 5 – Member
- 7.4** Applicants who hold a level 3 or 4 NVQ, but who wish to apply for a higher grade of membership than that level of NVQ equates to, must apply in accordance with sections 1–6 of these regulations.
- 7.5** Copies of degree or equivalent qualification certificates must be supplied by all new applicants where relevant.

8 References

- 8.1** All accredited grade (Practitioner, Associate, Member) applications must have two references from appropriate persons able to vouch for the technical competence and ethical suitability of the candidate. The Application Guide advises on the types of references to provide in order to assist the committee. The committee reserves the right to request additional references, if required, to reach a decision about your application.
- 8.2** References are confidential to the Validation Committee, assessors and ClfA staff. They are requested by the Institute directly from referees, but signed references can be included in the application, particularly Practitioner, in order to speed up the process

9 Decisions

The decisions which the Validation Committee can make are as follows:

- 9.1** to accept the grade of membership applied for
- 9.2** to refuse a new application or an upgrade
- 9.3** to offer a different grade of membership and make recommendations
- 9.4** to defer for an additional reference or information for subsequent validation by the Chair or Vice-Chair
- 9.5** to defer for additional information or references for subsequent validation at the next committee meeting

10 Competence matrix

The competence matrix used to assess the level of technical competence of an applicant is as follows. This competence matrix may from time to time be updated by the Board of Directors.

	Knowledge	Autonomy	Coping with complexity	Perception of context
Practitioner	Good working knowledge of key aspects relevant to area of historic environment practice, and competence in its application	Some responsibility for achieving tasks using own judgement and autonomy, whilst working under general supervision. Collaboration with others is expected	Appreciates complex situations within the role held and able to achieve partial resolution alone. Some activities are complex and non-routine	Sees actions as a series of steps and recognises the importance of each role in the team
Associate	High level of working and background knowledge relevant to area of historic environment practice and a broad range of activities within that area	Considerable responsibility for own work using own judgement and autonomy, in a wide variety of contexts, but within an established framework. Control or guidance of others may often be required	Copes with complex situations through deliberate analysis and planning. Most activities are complex and non-routine	Sees actions at least partly in terms of longer term or wider goals
Member	Authoritative knowledge and depth of understanding of sector and a broad range of historic environment practices	Substantial autonomy, takes full responsibility for own work. Where applicable will also have significant personal accountability for others and/or the allocation of resources in a wide variety of contexts	Deals with complex situations holistically, demonstrates confident decision making in a broad range of complex, technical or professional activities	High level of understanding of overall picture, sees alternative approaches and how they might be tackled

11 Membership appeals

- 11.1** Appeals against rejection for any grade of membership shall be heard according to the provisions below by a Membership Appeals Committee (MAC) convened by the Advisory Council. The panel shall consist of six members of the Advisory Council, who are not also members of the Validation Committee, of which three shall constitute a quorum.
- 11.2** No member of the appeals panel who has a relationship with the applicant, Validation Committee member, assessor or staff member that might reasonably be considered prejudicial to the case shall serve on the panel.
- 11.3** An unsuccessful applicant for any grade of membership has the right to lodge an appeal by email or in writing within 30 days of being notified of the Institute's decision.
- 11.3** The Institute's Senior Coordinator shall acknowledge the receipt of the request for an appeal by email and should keep the applicant informed about the progress of the appeal.
- 11.5** The documentation supplied to a MAC shall consist of
- 11.5.1** the original application as supplied, including references
 - 11.5.2** records and correspondence generated by the Validation Committee
 - 11.5.3** any subsequent supporting information sent with the letter of appeal
- 11.6** The role of a MAC is to determine whether the Institute has followed its procedure, and in doing so has not reached a decision that might reasonably be considered perverse. If substantial new evidence is brought before the appeals panel which has not been seen before by the Validation Committee, the appeals panel may determine forthwith to return the application to the Validation Committee as in 12.9.2 below.
- 11.7** The panel members shall return all paper copies of documentation to the Coordinator after the decision is made, and delete any electronic copies.
- 11.8** The decision will be arrived at by a majority vote of those attending the meeting if a consensus cannot be achieved.
- 11.9** The decisions that the appeals panel may make are as follows:
- 11.9.1** to reject the appeal
 - 11.9.2** to refer the application back to the Validation Committee, with any observations as to how the application has been considered and the decision reached, and direct the Validation Committee to reconsider the application
 - 11.9.3** to make any other recommendations to the Validation Committee or Board of Directors relevant to the way in which the Institute determines applications for membership

- 11.10** The nominated Chair of a MAC will oversee the informing of the decision by email to the applicant.
- 11.11** Details of the decisions of appeals may be printed in The Archaeologist magazine annually without any personal information.