

CIfA

**Chartered
Institute for
Archaeologists**

Annual Review 2022/2023

“ Archaeology creates value for business and society. The value of archaeology is maximised when it is carried out with professionalism, which is demonstrated by ClfA accreditation. ClfA endeavours to ensure that the professionalism of archaeologists is valued at least as much as that of other professions. ”

Stephen Carter, ClfA Chair

ClfA

Message from the Chair

Welcome to the Annual Review of the Chartered Institute for Archaeologists 2022–2023. This review covers the work of the Institute from August 2022 to July 2023 and the finances of the Institute in our accounting period from 1 April 2022 to 31 March 2023.

Recognition of the need to create a more equal, diverse and inclusive profession has lain behind much of our work in recent years and this continued to be the case in 2022–2023. We want to reduce unfair barriers that discourage a more diverse range of people from entering and succeeding in the profession.

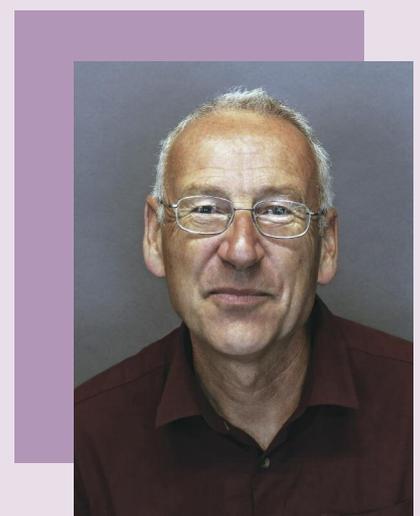
As reported last year, ClfA is now an end-point assessment organisation (EPAO) for apprenticeship qualifications. This year we assessed the first cohorts of apprentices who have completed their training and we have continued to expand the suite of vocational qualifications on offer, with a Level 7 Archaeological Specialist Apprenticeship now available. The accredited degree programme, jointly managed by ClfA and UAUK, continues to expand, providing more opportunities for students to choose degree programmes that will give them the skills and knowledge that employers in the sector value.

The Institute continues to improve its accreditation process to better allow archaeologists to demonstrate their professional competence as they develop their careers. A revised assessment of ethical competence was successfully launched early in 2022 and we have now completed the first year of professional review interviews for applicants at member level. Feedback from members has been positive, with applicants appreciating the rigour of the interview format.

All this, and more, is reported in the pages that follow; I hope you find it interesting and informative. If you want to know more about anything reported on here, or have something you want to tell us, please get in touch.

On a personal note, I will end my term of office at the 2023 AGM and I would like to take this opportunity to thank all of the members of the Institute that I have worked with over the past five years. I have been particularly grateful for support from the three chairs of Advisory Council during this time and I would also like to highlight my appreciation of the persistent hard work and success of the members of ClfA Deutschland in the establishment and continued development of that group. Finally, I want to thank the ClfA staff for another year of hard work on behalf of the Institute. It has not been an easy year for our staff members, with high price inflation coming on the back of recovery from Covid restrictions. They all deserve our support and encouragement.

Stephen Carter ClfA Chair



What is the Chartered Institute for Archaeologists?

The **Chartered Institute for Archaeologists** (ClfA) is the leading professional body representing archaeologists working in the UK and overseas.



Our aim

By 2030 ClfA-accredited professionals will be setting and meeting **improved standards** for learning, competence and ethical practice.

They will be **trusted influencers** in the discipline.

Through their professionalism they will deliver **greater public benefit**, and they will be **better recognised** for doing so.

Our strategy

Our ten-year strategic plan sets out how we intend to achieve our aim by 2030. This gives us a long-term framework for using our limited resources through annual business plans, with a review after five years. The plan makes all parts of ClfA coordinated and effective. It guides the annually reconstituted Board, Advisory Council, committees, groups and a changing membership and staff, helping everyone stay focused on what we need to achieve. It means we can alter approaches, but not objectives, according to changing circumstances.

We will

- prioritise promoting the **public benefit** that professionalism in archaeology brings
- show that archaeologists have **skills, responsibilities and a value to society** equivalent to other professions
- encourage archaeologists to have **pride in their professionalism**

We are going to put our plan into action by

1 Developing archaeology as a career

2 Reflecting our discipline better

3 Extending our reach

4 Being more inclusive

5 Strengthening our institute

6 Protecting archaeology through advocacy and challenge

Find our strategic plan at: www.archaeologists.net/mission

Highlights of 2022/2023

Developing archaeology as a career

18 accredited degree courses

16 approved employer training programmes

40+ training and CPD events

Reflecting our discipline better

1000+ Student and Affiliate members

71% of jobs ask for ClfA accreditation

3200+ accredited individuals

84 Registered Organisations

256 applications for professional accreditation

1100+ individuals on our Professional Pathways programme

Extending our reach

7 formal partnerships (MoUs) with other organisations

Being more inclusive

5 Area Groups

15 Special Interest Groups

Strengthening our institute

15 professional conduct concerns

13 Standard and guidance documents

225 committee volunteers

5 specialist toolkits

12 Professional Practice Papers

115 individuals involved in accreditation & registration panels

Protecting archaeology through advocacy

37 advocacy objectives

12 formal consultation responses

68 advocacy advisors

8 government briefings

Developing archaeology as a career

A core area of our work focuses on professional development – ensuring that professional archaeologists have access to training and resources to develop their skills, integrity and versatility. To achieve this, ClfA is committed to creating new initiatives to help build careers and to seeking to overcome practical disadvantages that make archaeology a less attractive career than it should be.

We want to help people overcome barriers to archaeology.

Diversifying entry routes into archaeology

ClfA's assessment centre has had a busy and exciting year. We have expanded our apprenticeship suite of qualifications and continue to offer the Archaeological Practice NVQ, all of which are key vocational qualifications for the heritage sector.

As an end-point assessment centre (EPAO) for apprenticeship qualifications, we have been offering the Level 4 Historic Environment Advice Assistant qualification to apprentices for the last two years; this year we have also successfully assessed the Level 3 Archaeological Technician apprenticeship – both qualifications offer

ClfA-recognised training routes into professional archaeology



apprentices (and employers) a fully rounded programme that builds their knowledge, skills and behaviours so that, by the time they are assessed, individuals are fully competent in the job role and have a lot to offer. More and more employers are reaping the benefits of employing apprentices in our industry. Assessor Sadie Watson says:

“As an assessor for the Level 3 Archaeological Technician apprenticeship I have seen first-hand the benefits this programme provides for the apprentices. To be fully embedded in field teams for a whole year allows them to experience a wide variety of projects, and to work alongside (and learn from) colleagues with different skills and knowledge. I have seen how they have been supported by their host organisations and the structure provides a well-rounded grounding in archaeological policies, methods and practice. The apprentices I have met have come from a variety of backgrounds, all of which have proved beneficial to their apprenticeship. As an assessor I can see this scheme being hugely positive for our sector, enabling people to become archaeologists whatever their previous experience. Most valuable perhaps is the ongoing mentoring from experienced field team colleagues, which is of course one of the most effective ways to develop our skills.”

We are adding the Level 7 Archaeological Specialist to our complement of apprenticeship qualifications, so we hope to be also able to report on Level 7 successes in future too.



All qualifications ClfA assesses are subject to a variety of assessment methods and demand different skills from our assessment team; much of our focus has been on training and standardisation to ensure that they have the best support to deliver robust assessments. In addition, we've had to keep our eye on the ball when it comes to regulatory compliance and we are continually auditing our quality systems so that we can report back to Ofqual, our regulator.

ClfA offers a unique assessment service for formal qualifications in the archaeology industry. To promote this, we need a clear identity and brand that is instantly recognisable by ClfA's various audiences, which includes the archaeology sector, qualification candidates, training providers and, of course, Ofqual.

To coincide with ClfA's annual review, we are launching a new name and brand for the assessment centre: it will now be known as **ClfA Qualifications**, recognisable by this logo:



We believe that the new look will better promote our qualifications offer, helping more aspiring archaeologists to start their career journeys.

There are 18 universities offering ClfA and UAKU accredited degree programmes, between them offering 38 accredited degrees and four accredited pathway routes through degree programmes. Accredited degree programmes include training in relevant skills for a career in the historic environment sector and embed professional standards into their teaching. There is greater emphasis on ensuring that graduates are equipped for the workplace should they wish to pursue a career in archaeology, so students on accredited degree programmes can gain the skills and knowledge that employers in the sector value.



There are 16 Registered Organisations with ClfA-approved employer training schemes. These are designed to build on graduate skills and knowledge as a first step into a career. Some training schemes are designed to give access to archaeological work for those who have no background in the historic environment.



Underpinning this work is ClfA's strategic role of supporting skill development work across the UK. ClfA is part of the Historic Environment Skills Forum steering group, convened by Historic England to coordinate heritage skills activities across the sector. ClfA has also joined the new Archaeology 2030 Project Board – convened by the Historic Environment Division of Northern Ireland, Department for Communities to take forward Northern Ireland's archaeology strategy. ClfA is leading Workgroup 8 (which is looking at Professional Skills, Training and Specialisms) and is starting the process of gathering current data on archaeological skill gaps and losses.

In 2022, ClfA received another 12 months of funding from the Historic Environment Scotland (HES) Organisational Support Fund to enable the provision of professional development and practice initiatives for Scottish archaeology. This work supports the active delivery of Aim 5 of Scotland's Archaeology Strategy. HES funding has been vital to the success of the project and has enabled partnership working on a scale not seen before in the Scottish Archaeology skills-development work. It is hoped that that these initiatives will support more sustainable career journeys, enable more diverse audiences to access careers in archaeology and ensure that the archaeology sector is more resilient to meet future challenges. The overarching aim of the work is to support the

development of a more resilient Scottish archaeology sector, to be achieved by improving understanding of the challenges facing the sector, developing solutions to key issues and by developing and promoting professional skills.

In total 322 participants engaged with ClfA-facilitated events in Scotland in the last year, and ClfA was delighted to learn at the start of 2023 that we have been awarded a further three years of funding from HES (as part of the Partnership Fund grant) enabling this work to continue to 2026.

Providing training courses and learning opportunities

Through the last year we have provided over 40 CPD events for archaeologists, including

- specialist training covering topics such as an introduction to Standards and guidance, OASIS and research frameworks, carbon reduction and net zero for archaeology, dealing with finds on site, archaeological archives
- good practice advice in supporting neurodivergent colleagues, disability awareness, deaf awareness, active bystander, trans awareness
- developing our profession through discussions about public benefit and innovation
- CPD courses in ethical awareness and competence, plain English
- step-by-step accreditation workshops and understanding CPD

The majority of these have continued to be online. Other online networking opportunities for members include our tea-break sessions, which have covered a wide range of informal discussion topics, group annual general meetings, and shorter 'lunch and learn'-style sessions.

Our Innovation Festival in October was run as a digital event allowing us to keep registration costs lower than our in-person events, and attracted over 130 delegates across the week. The festival included twelve sessions covering topics such as *Archaeological apprenticeships; Innovative methodologies in fieldwork, assessment and evaluation; Archaeology for everyone: engaging new audiences; and Achieving net zero: where do we start?*



In April, our annual conference took place in Nottingham and returned to a three-day live event, streaming sessions online. The theme for ClfA2023, *Sustainable futures – standards, skills and the profession*, provided a timely overarching theme for attendees to discuss current professional issues, showcase new developments, and present research in archaeology and the wider heritage sector.

“ A great space was created for networking and sharing ideas between all levels of archaeological careers. ”

ClfA2023 delegate

This year's event presented 15 breakout sessions, two plenaries, and hosted the Archéo-Sexisme exhibition. The feedback received from the conference has been positive, with 95 per cent of the delegates responding to our post-event survey saying that the conference helped them to meet other people in the sector and make useful contacts. It was also positive to see that many respondents to the survey had been supported by their employers to attend the event.

“ I had a wonderful time and met some incredible people. I was really proud of the Early Career representation and delighted to see so many who had received bursaries allowing them to attend. I left renewed and ready to take on the necessary challenges and encouraged that we as a sector are taking action. ”

ClfA2023 delegate

In Germany our ClfA Deutschland Area Group (ClfA-D) has also been busy organising events. In February ClfA-D and the *Deutsche Gesellschaft für Ur- und Frühgeschichte* (DGUF) hosted the online conference *Das Archäologische Jahr* (A year in archaeology), which highlighted archaeological work and research carried out in Germany in the previous year. In May, the Group held its annual conference in Frankfurt, Germany. The one-day in-person event focused on the topic *International archaeology: working abroad and international cooperation*. The papers presented examined the subject from the perspective of different parts of the sector such as commercial archaeology, museums and universities. They were accompanied by three moderated discussions, which allowed participants to dive deeper into the topic. Feedback from participants was very positive.

Most of our online events are recorded and are added to the event recording page on our website, providing an ongoing CPD resource.

For more information about professional development and training opportunities visit the ClfA website at www.archaeologists.net/events

For more information about progressing your career in archaeology visit the ClfA website at www.archaeologists.net/careers/intro

Reflecting ClfA Deutschland's growing reach, information about ClfA is increasingly available in German at www.cifa-deutschland.de

Reflecting our discipline better

Archaeology is a multidisciplinary, collaborative discipline and we should be a multidisciplinary, collaborative profession. ClfA's aim is to support and represent all specialisms in archaeology: all branches of the profession are important. To achieve this we will work to make our standards for accrediting competence, training and qualifications applicable and appropriate across specialisms and roles, and seek to attract and accredit under-represented parts of the discipline.

We want ClfA to be seen to represent all specialisms and for all archaeologists to want to engage with us.

Valuing what our professional accreditation means

Professional accreditation by ClfA is a significant achievement for any individual as it is a recognised indication of technical and ethical competence. It demonstrates that an individual is committed to upholding ClfA's *Code of conduct: professional ethics in archaeology* and to maintaining and enhancing their skills through CPD. This is valued by employers, with 71 per cent of job advertisements in the UK* citing ClfA accreditation as a desirable qualification for applicants, along with including full payment or contribution towards the costs of professional fees as a benefit of employment.

Top reasons why individuals apply for ClfA accreditation



Recognition of your skills and competence through professional accreditation



Develop your career through access to good practice advice and CPD



Contribute – take an active role in supporting and shaping the profession



Engage – network with other professional archaeologists

*taken from adverts in JIST and on BAJR in July 2023

Developing our accreditation processes

In April 2022 we successfully launched a revised assessment of ethical competence through ClfA's accreditation process. ClfA now requires applicants to demonstrate that they understand their ethical responsibilities and work in accordance with ClfA's ethical *Code of conduct* and professional standards. At Practitioner and Associate level, applicants address ethical criteria in their statements of competence, supported by evidence of ethical working in the examples of work they provide, in their CPD records (where applicable) and by their references. Applicants at Member level undertake a professional review interview, recognising the greater level of personal accountability required at this grade.

“ If you are thinking of applying, don't be put off by the information asked for in your statement of competence ... write about how you achieve each area of the criteria in your role. They are there for you to show the importance you place on your role and how it benefits archaeology. ”

PCIfA applicant

The professional review interviews, held in September 2022 and March 2023, have shown that applicants can demonstrate their ethical approach to their work through a professional discussion with two panel members, who are also accredited, based around the examples provided in their statement.

The introduction of ethical competence criteria and the professional review interview for Member applicants responds to feedback from members following the 2019 Chartered Archaeologist vote, highlighting the need for all grades of accreditation to be seen as ethically competent. The professional review process, in particular, brings us into line with professional competence assessment in allied sectors ensuring that we can promote Members of ClfA as meeting professional criteria equivalent to those achieved by the chartered professionals they work alongside.

“ The process was straightforward and fit for purpose, despite being the first occasion that the new process was implemented. ”

MClfA applicant

“ The interview was an enjoyable experience. The interviewers were friendly and created a relaxed atmosphere. ”

MClfA applicant

Supporting the achievement of accreditation

We want all archaeologists to have the opportunity to demonstrate their professionalism and to be recognised for the high levels of skill they possess and the contribution they make to society.

Our professional pathways bulletins aim to support members through the ClfA accreditation process. The bulletins – Pathway to Practitioner, Aim for Associate, and Move to Member – signpost 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. They also include professional profiles from individuals who have recently achieved accreditation or who are involved in the assessment process, giving advice on what evidence is useful to include to demonstrate competence.

“ I applied to upgrade in order to recognise the progress I have made in my career to date; reflecting on my achievements has encouraged me to apply for my new role. ”

ACIfA professional

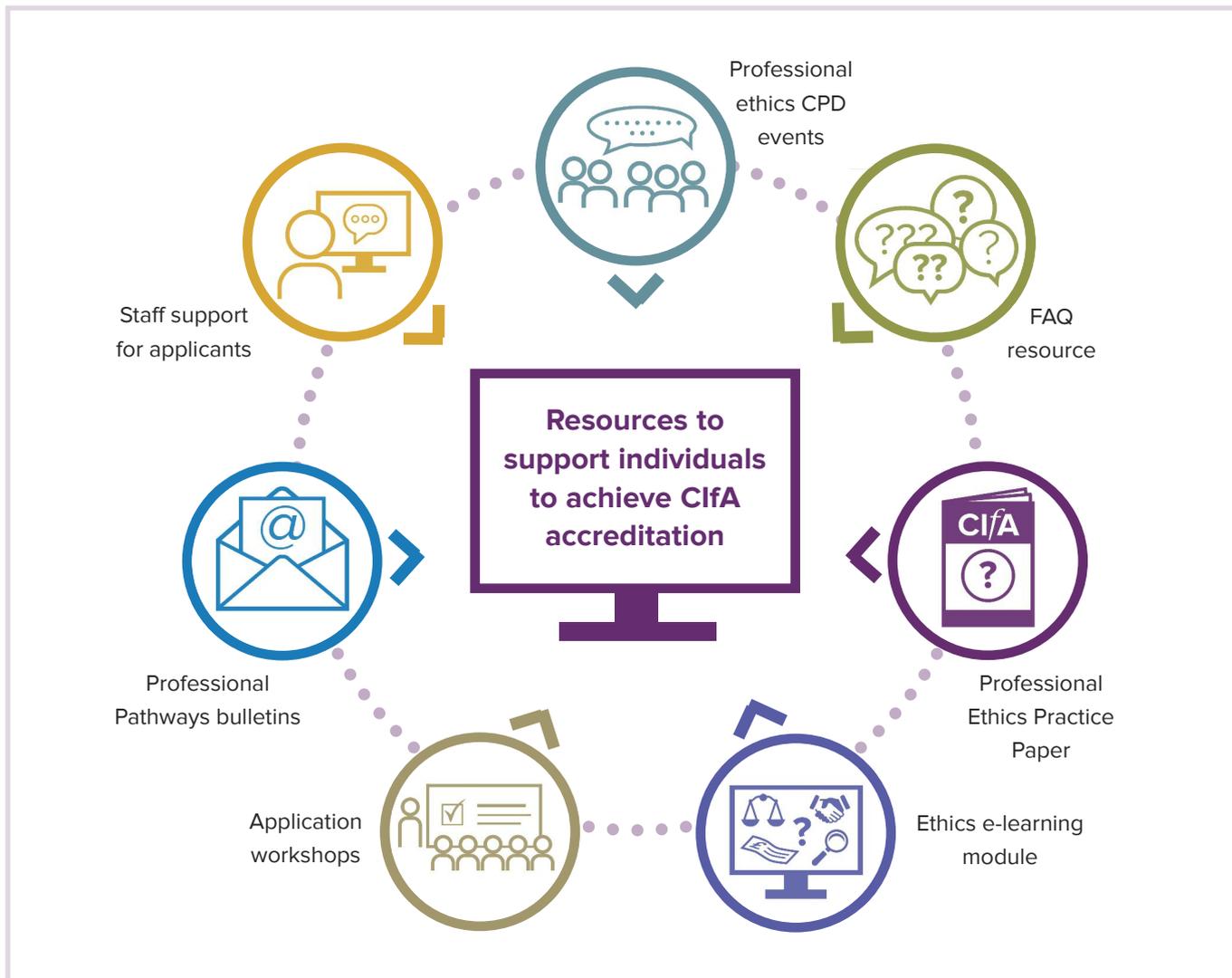
Alongside the bulletins, we are also running a series of online workshops to assist archaeologists with the application process for accreditation. These workshops have been attended by over 50 people in the past year and many have made successful applications since then.

The workshops have been very informative for us, highlighting the parts of the process that more frequently cause issues or are misunderstood. As a result, the information and guidance in support of applications for accreditation is continuously developed and improved. This includes a preparation session for MCIfA applicants run prior to the interview windows. We have a suite of ethics resources, including an elearning module, Professional Practice Paper and a regular ethics workshop to discuss case studies. The appointment of a new Membership Services Coordinator has also allowed us to provide more dedicated time to Practitioner (PCIfA) applicants' queries to support them through the application process.

Our survey to applicants undertaking the professional review interviews shows that the workshop, elearning module and Professional Practice Paper are the most commonly used resources. Successful applicants have shared their achievements online through Twitter and LinkedIn and this helps to start conversations with others who might be potential new members.

“ Thanks to my brilliant colleagues who supported my application and to the volunteers and staff at ClfA, who reviewed applications, organised the interviews and staffed the Validation committee. ”

MCIfA professional



“

I'm so proud to have been upgraded to MCIfA this year. It feels like a real milestone in my career ... Taking part in the online accreditation workshops ... reassured me about the changes made to the process ... I'd encourage everyone who's thinking about upgrading to do the same – it's given me a huge confidence boost!

”

MCIfA professional

Our professional pathways guide people through their careers and our accreditation and membership support lifelong CPD.

Current membership statistics

Membership of ClfA now stands at 4319 (31 July 2023). Of these members, 3285 are accredited professionals (MCIfA, ACIfA and PCIfA) who have demonstrated their professional competence to the Validation committee.

There is strong support from our non-accredited membership (Affiliate and Student), which numbers 1034. These categories are not assessed for technical and ethical competence, and although not bound by it, individuals agree to support the Institute's *Code of conduct*. Many in these individuals are in a transitional period in their careers, gaining the relevant skills before seeking professional accreditation, and have joined our Special Interest Groups to help move the profession forward and benefited from networking by attending tea breaks and the ClfA conference through bursary applications. To make the application process easier for prospective members from Germany, we have translated the online application forms for Students and Affiliates. These are now accessible through the ClfA website. Through our accreditation of degree programmes, we are supporting students in the early stages of their archaeological careers through free membership, and so far 280 students have taken this up. We are also working closely with our Early Careers Special Interest group who, amongst other activities, host an annual early careers conference as part of the Festival of Archaeology.



For more information about professional ethics and the Code of conduct

www.archaeologists.net/membership/ethics

For more information about professional accreditation, registration and our professional pathways visit the ClfA website at www.archaeologists.net/join

Extending our reach

Archaeology is global, and ClfA's code and standards should apply wherever members work. ClfA aims to promote the public benefit that professionalism in archaeology brings. Through our work we want to help others to make the most of the opportunities that archaeology offers.

Promoting our accredited professionals

This year we launched a new publication, *Archaeological works: a guide for construction companies and householders*.

This is a guide for builders and homeowners in the UK who are modifying or extending a property, or building a single or very small number of homes or other new build/s, where there may be archaeological considerations. The guide outlines the planning system in the UK and emphasises the need to engage with professionally accredited archaeologists and to have an agreed written scheme of investigation. Alongside promoting accredited professionals, the guide tackles some of the issues that are raised with us by clients via the professional conduct process. We have also tried to address these through some frequently asked questions on our website.

For clients working on larger-scale projects we publish *Professional archaeology: a guide for clients*. The current edition includes case studies focusing on the contribution of field evaluation to successful construction projects, and the importance of securing the services of Registered Organisations and accredited professional archaeologists. The strength of this message is illustrated by the recent creation of a consortium of Registered Organisations from the UK, Ireland and Germany to meet the needs of the Südlink energy infrastructure project in Germany.

Both publications are key outward-facing vehicles to engage and inform those who might be potential clients for archaeologists: they include web links to the online Directory of Accredited Professionals and Register of Organisations to help clients find them more easily.

We want everyone to realise archaeology's potential to enrich lives.

Using an accredited archaeologist assures clients that the work will meet their needs and is carried out in the public interest.

Building connections with other professional organisations

With the same objective of helping clients make informed decisions about procuring the services of competent and trustworthy archaeologists, ClfA staff and volunteers have worked closely with a number of co-professional and trade bodies on a range of initiatives, including joint CPD seminars, events and articles and other resources for their members. These include the Royal Town Planning Institute (RTPI), the Chartered Institute of Building (CIOB), the Civil Engineering Contractors Association (CECA) and the Royal Institute of British Architects (RIBA).

We have also partnered with the Northern Ireland Department for Communities Historic Environment Division, the Institute of Historic Building Conservation (IHBC) and others on a shared programme of historic environment CPD events. The objective of this work is to ensure the members of all these organisations are aware of the value that archaeology and accredited archaeologists bring and how they fit into the development process.

“ *These events are an important way of ensuring our members, both planning consultants and local authority planners, are up to date with knowledge about how archaeology fits into the planning process.* ”

Richard Blyth, Head of Policy and Practice, Royal Town Planning Institute

Communicating this message to clients is particularly important as they typically look for individual chartered status as the recognised mark of competence and professionalism, a status currently unavailable to archaeologists. At the annual conference in Nottingham we ran a session exploring the use of key messages as a communication tool and shared a series of videos from some of the co-professionals mentioned above about where they see the benefits of working more closely with ClfA. The conference also gave us the opportunity to promote the *Archaeology and construction: good practice guidance* from the Construction Industry Research and Information Association (CIRIA), which formed a major component of ClfA’s external relations programme in 2022.

“ *Many archaeological finds are associated with construction works and are only discovered if they are recognised and treated as such by constructors ... this is why the CIOB are committed to working with ClfA to share knowledge and understanding and to preserve our amazing history.* ”

Ros Thorpe, Director of Education and Standards, Chartered Institute of Building

“ *Archaeologists demonstrate they are ethical, competent, and accountable, and working in the public interest, through their ClfA accreditation.* ”

ClfA, the Institute of Conservation (Icon), CIOB and the Chartered Institute of Architectural Technologists, each of which has at least one register of historic environment professionals, have formed a shared initiative to promote the value of securing professionally accredited specialist heritage expertise. Launching later this year under an independent brand, the shared initiative will promote common arguments on the benefits of professionalism and encourage clients to visit a shared portal to the registers. The objective is to enhance client demand for the competent specialist historic environment professionals listed on the participating registers. This will help secure better heritage outcomes for clients and the public, create better job security and reward for professionals and stimulate a demand-side pull for skills, without which the traditional supply-side strategies for skills development described elsewhere in this review will always remain vulnerable to market apathy.

Collaborating with sector partners

ClfA and Historic England continue to lead the collaborative programme of strategic improvements to archaeological practice in England. Sector bodies undertaking the work include the Association of Local Government Archaeological Officers, the British Academy, the Council for British Archaeology, the Federation of Archaeological Managers and Employers, the Institute of Conservation, Society of Antiquaries of London, the Society for Museum Archaeology and University Archaeology UK. An advisory panel of sector representatives supports the programme. ClfA's own contributions to the programme involve

- a review and update of the ClfA Standards and guidance, which is currently underway, including the introduction of a new structure focused on global standards supported by country- and jurisdiction-specific guidance
- working to improve foresight of legislation and policy reform opportunities relating to archaeology and to develop the sector's approaches to collaborative advocacy. This work, completed this year, explored organisational barriers to effective advocacy and made recommendations for how to move the sector towards more effective advocacy. These recommendations are currently being considered by sector bodies
- undertaking research to better understand the challenges and opportunities facing local authorities in the current political context and produce advice for local authority archaeology services and individuals. An application for funding for this work will be submitted in the near future
- promoting planning case studies which illustrate the value of development-led archaeology in the planning system and consider the risk posed by reform which undermines existing provisions. This work is complete but will continue to inform advocacy on planning reform

For more information about our funded projects visit the ClfA website at www.archaeologists.net/profession/projects

For more information about our guide for clients visit the ClfA website at www.archaeologists.net/clientguide

Being more inclusive

Our aim is for archaeology to be a profession that is open to everyone and for more archaeologists to want their professionalism recognised through accreditation. A larger, more diverse and inclusive profession will offer a wider range of expertise and better reflect its relevance to society.

In turn it will allow us to reach and inspire a more diverse audience and to build a better profession for the future.

By encouraging diversity and a culture of equality we can help archaeology to be seen as a worthwhile and rewarding career for anyone.

Benchmarking ClfA's processes and activities

ClfA's Equality, Diversity and Inclusion (EDI) committee supports the Board of Directors in delivering its strategy for equality, diversity and inclusion. In 2022, a working group of members from the EDI committee and ClfA staff undertook a benchmarking exercise using a Diversity and Inclusion Progression Framework developed by the Science Council in collaboration with the Royal Academy of Engineering. This is a tool for professional bodies to assess and monitor their progress on diversity and inclusion and it has allowed ClfA to assess each of its functions (ranging from governance and leadership, accreditation and training, to outreach and engagement) against a four-level maturing model.

A benchmarking report listed 17 recommendations for future priorities. Five of these recommendations were agreed to be priorities for the current business plan year which started in April 2023.

Priority recommendations from the Diversity and Inclusion Progression Framework assessment

1



Data collection

Commission expert advice on what baseline data is appropriate to collect to track progression against the plan of action on diversity and inclusion

2



Procedures and good practice

Using results of qualitative inequalities research, develop a programme of work to address any unintentional barriers to accreditation/membership

3



Procedures and good practice

Review external good practice applied to apprenticeship assessment and consider how these can be used for ClfA education and training assessment

4



Governance and representation

Commission external EDI advice on methods to achieve visible diversity on the Board, Advisory Council and other committees

5



Events (in person, digital and hybrid)

Ensure accessibility considerations of in-person, hybrid and online events are imbedded into event planning for all ClfA events

“

ClfA recognises the importance of diversity and inclusion and wants to be a part of the positive changes taking place.

”

Qualitative inequalities research project

With funding support from Historic England, ClfA commissioned Cultural Associates Oxford to undertake qualitative research to explore people's individual experiences of archaeological careers, and to improve understanding of barriers that prevent a wider range of people from entering the archaeology industry and progressing within it. The results of this research make for sobering reading and it is clear from the findings that although work has, on paper, begun to make changes in the profession, these changes have not brought enough actual, tangible change to those who face barriers to entry or progression.

The key findings by Cultural Associates Oxford are that the archaeology discipline in the UK is seen by many of the individuals involved in the research as exclusive and closed to different kinds of experience. People are excluded or marginalised because of ethnicity, sex, gender identity, health and disabilities, social class, lack of family wealth, caring responsibilities and age. This view is not limited to people from marginalised groups: many respondents reported witnessing discriminatory behaviour directed at others. There are barriers to entry to the UK archaeology sector that can have a discriminatory impact and there are discriminatory barriers to career progression.

Areas of good practice were also identified. Parts of the public and not-for-profit sectors have more progressive organisational cultures and working practices, as do some archaeological service providers. But initiatives to improve equalities can place too great a burden on the very individuals the initiatives aim to support.

The results of this research further reinforce ClfA's commitment to maintain momentum and profile for improving equality and will encourage others in the discipline to commit to action and to work together through a series of specific recommendations.

“

New research will help us understand the barriers that people face when entering or progressing through their careers.

”

Raising awareness and working with others

The winter 2023 edition of *The Archaeologist* (118) was guest edited by The Enabled Archaeology Foundation (EAF) to explore the barriers that disabled people face when engaging in archaeological fieldwork, and the barriers to the recruitment and retention of these individuals. The edition also includes case studies of good practice for accessible and inclusive archaeology, which are providing disabled people with equity of opportunity and experience from across the UK archaeological sector.

Following on from this edition, the EAF also ran a *Disability awareness* training session with ClfA to increase understanding about disability and to share ideas about how to create an inclusive environment for employees and colleagues. This training, along with the *Trans awareness: the basics* session run by Gendered Intelligence, have been CPD sessions identified by the Equality, Diversity and Inclusion (EDI) committee. The next CPD session on the agenda, *Implementing racial equity and wellbeing in the workplace*, has been organised for September and will be delivered by the European Society for Black and Allied Archaeologists (ESBAA). To inform the training priorities moving forward, members of the EDI committee have run a workplace culture survey based on Athena SWAN-style surveys and are in the process of reviewing the results of this.

Other initiatives to support the Institute's work around EDI include contributing towards the cost of printing English-language posters for the UK version of the Archéo-Sexisme exhibition. This exhibition was displayed at the ClfA2023 conference in Nottingham and is the work of work of Paye ta Truelle and the Archéo-Éthique association. It comprises illustrated testimonies on sexist discrimination in archaeology to raise awareness and change people's actions and the negative cultures that exist in archaeology.

“ *The Archéo-Sexisme exhibition was a powerful statement and I was glad to see ClfA engaging with this important area.* ”

ClfA2023 delegate

We have created more resources to add to our web pages on equality, diversity and inclusion in archaeology and have included a factsheet about inclusive language and micro-behaviours, and information to support and raise awareness of neurodiversity. Additionally, we continue to look for other opportunities for collaboration on EDI, both within and outside the sector, to benefit from shared information such as attending construction cross-sector disability meetings. This work includes the growing network of neurodivergent archaeologists – supported through regular catch-up sessions (utilising the ClfA teabreaks) and a new Knowledge Hub group, which has created a space to share resources and training opportunities.

For more information about equality, diversity and inclusion in archaeology visit

www.archaeologists.net/practices/equality_and_diversity_in_archaeology on the ClfA website

Strengthening our institute

It is vital we reflect the needs and aspirations of our profession. ‘We’ are everyone who is accredited by ClfA or who supports ClfA through non-accredited membership – not just our Board, Advisory Council, committees or staff. We aim to foster a sense of shared responsibility and ownership in our institute, and to encourage more members to become involved in ClfA’s work, at every level, taking advantage of the opportunities that provides.

Enhancing our ethical Code of conduct

ClfA’s Code of conduct sets out the ethical principles for professional archaeology, and the rules that deliver them. It sets out how ClfA-accredited archaeologists should behave as they carry out their archaeological activities. Essentially some 40 years old, the Code is in need of attention to bring it in line with modern ethical values in archaeology and to reflect the much wider geographical reach ClfA now has. ClfA members have responded to an initial consultation on what changes might be beneficial and how to make understanding of the Code more central to professional archaeologists’ decision-making. Using the results of the consultation, drafting of a new Code can now begin, which will of course be the subject of further consultations.

With a large, diverse and representative membership, ClfA can have more influence over our discipline and those we work with.

“

ClfA’s Code of conduct defines how a ClfA-accredited professional should behave in archaeological practice.

”

Promoting professional standards

ClfA Standards and guidance are reviewed regularly in response to changes to practice, policy/legislation, project recommendations and/or feedback and advice from our special interest groups. This year, we’re continuing with our overhaul of the structure and content of the Standards and guidance and have consulted on the updated drafts for archaeological excavation, field evaluation and archaeological watching brief. The new versions of these will be launched later this year.



Specialist Toolkits are fast becoming an established feature on our website, proving to be a great vehicle for providing accessible guidance and resources for practitioners across the historic environment sector. This year a new Toolkit has been added to our growing suite of resources and complementing the existing *Toolkit for Specialist Reporting*. Developed by Dr Peter Guest (Vianova Archaeology & Heritage Services), the *Toolkit for Finds Reporting: Roman coinage* provides guidance for the reporting of Roman coin finds from all types of archaeological projects. It represents industry good practice and sets out the minimum requirements for Roman coin reports in the UK, providing practical resources to help support the consistent identification, recording and quantification of archaeologically recovered Roman coin assemblages (see *TA 118* for a summary). As with the other Toolkits, this resource has been developed with funding from Historic England.



Reacting to changes in practice

Although not specifically included in our ten-year plan, climate change and carbon reduction has been another area we have been focusing on. Our profession has a responsibility like any other to ensuring we are as sustainable as possible. In 2020 ClfA joined Climate Heritage Network and signed up to its Memorandum of Understanding (MoU). This MoU commits organisations to meeting the ambitions of the Paris Agreement and the aspirations to be net-zero by 2050.

Amongst the key aspects of the Paris Agreement, ClfA can particularly support the sharing of good practice and resources to support climate change education, training and implementation. Work on this has already begun through the ClfA Climate Change working group. The Group has produced a carbon reduction guide table, run various events to raise awareness of carbon reduction actions taking place across the industry and updated ClfA's *Environmental protection policy statement*. This policy statement acknowledges that archaeological activities have the potential to affect any component of the environment and to create harmful emissions. Additionally, the revisions to ClfA Standards and guidance (mentioned above) are anticipated to include expectations that project designs and equivalents should contain or cover reference to the environmental protection policy (including carbon reduction plan) applying to an archaeological project.

Through the events the Working Group has been running it is clear that there are mixed understandings of what is required for carbon accounting, reporting and reduction, and the increasing requirements to report emissions and to demonstrate environmental sustainability and net zero commitments as part of tenders and planning-led contacts is putting pressure on archaeological organisations to act. To help support members we have created a webpage with information on carbon emissions and carbon reduction. This includes the carbon reduction guide table, with ideas about how archaeology can look to reduce its impact on the environment. We have also launched a Carbon Reduction Network through the Historic England Knowledge Hub informal online space to allow ClfA members and others to ask questions and share ideas and resources so that we can collectively improve our practices and respond to the climate crisis. ClfA will also be continuing to work with Historic England to look at options for a series of carbon literacy training sessions and carbon accounting advice for ClfA members.

Monitoring and enforcing compliance with standards

All accredited individuals and Registered Organisations agree to abide by the Institute’s *Code of conduct* and can be held to account by their peers through the professional conduct process if their professional behaviour is in question. Over the last twelve months we have dealt with 15 concerns raised against individuals (8) and organisations (7). Five were submitted as formal allegations. Two cases were dismissed as there was no case to answer or there was no reasonable prospect of a breach of the *Code of conduct* being found. Two cases are still ongoing. One resulted in a condition being issued for continued registration. Details of completed cases are published in *The Archaeologist* when applicable.



Number of formal and informal allegations received in the last three years

Our Registered Organisation scheme has been uniting the wider community in a joint commitment to quality and integrity in archaeological matters for over 25 years now. There are currently 83 Registered Organisations who have demonstrated high professional standards and technical and ethical competence and who are eligible to display the logo. During the last year two Registered Organisations merged, four new organisations joined the scheme, two left but have reapplied for inspection in 2023–24. Of the 83 organisations 67 have between 1 and 50 employees and seven have over 100 employees.

To retain this status Registered Organisations undergo a process of assessment and inspection every three years by a panel of peers who are ClfA-accredited professionals, local authority archaeological advisors, and technical specialists. Around 80 panel members took part in inspections this year.

The recommendations of inspection panels are considered by the Registration Committee (Organisations), who assess whether the organisation demonstrates they meet the requirements of the scheme, have the skills to provide informed and reliable advice and can execute appropriate schemes of work.

In 2022–23, 27 organisations were registered following inspection. In total they received seven conditions, 38 recommendations to implement and 36 recommendations to consider.



Further details of the conditions and recommendations can be found on our website.

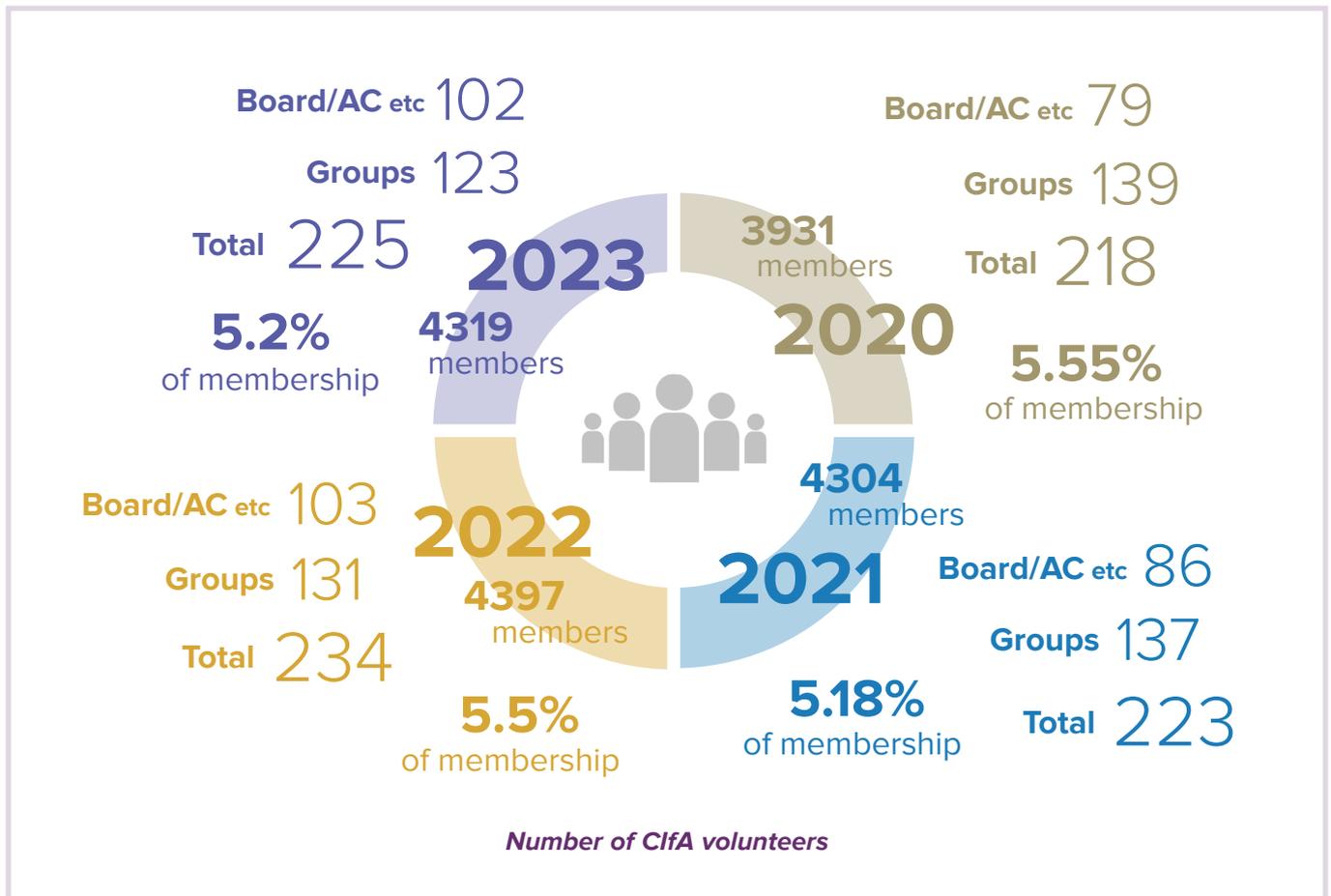
For more information about professional standards in archaeology, including the Toolkits, visit the ClfA website at www.archaeologists.net/codes/cifa

For more information about the Registered Organisations scheme visit the ClfA website at www.archaeologists.net/regulation/organisations

For more information about climate change and archaeology visit the ClfA website at www.archaeologists.net/practices/archaeologists-and-climate-change

Celebrating our volunteers

An enormous amount of work would not be achieved without the support and commitment from members who volunteer to help with our activities. CfA has the full-time equivalent of 16.5 paid staff but without volunteers joining our Board, Advisory Council and committees, and supporting our advocacy, the Institute would not be able to function as it does. Our governance structure, the mechanisms to determine applications for accreditation and the development of good practice advice and procedures would not be possible.



Of our 3285 accredited professionals (PCfA, ACfA and MCfA), 102 currently volunteer on the Board of Directors, Advisory Council, and the Validation, Registration, Equality, Diversity and Inclusion and Accredited Degree committees. They dedicate a huge amount of time and effort in helping the Institute to meet its objectives and providing expert advice. In addition, a further 123 members (from all categories) are involved in Area and Special Interest Group committees, providing important networks, CPD opportunities and expert advice. Other volunteers offer their time by assisting with professional conduct panels, Registered Organisation inspections, professional review interviews and Accredited Degree panels, with advocacy, or through running sessions or speaking at conferences and other events. Our volunteers come from a variety of backgrounds, such as fieldwork, finds, academia and museums. They may be self-employed, retired, students or in part- or full-time employment, and working at all levels of responsibility.

“ *The governance of ClfA – and verifying all our processes for measuring compliance with standards – is demanding, so we need to draw on the rich talent our members offer to support this.* ”

Volunteering is a huge support to the Institute, but it also provides many CPD benefits for individuals. These range from being involved at the forefront of discussion about developments to the profession, to networking with colleagues and benefiting from sharing advice, experiences and values. Skills such as minute taking, organising events or chairing meetings, as examples, help to support individual career development.

Volunteering also provides a strong sense of being able to contribute to the profession and to give something back.

“ *I find volunteering rewarding and positive for my own career, forming links with others in archaeology and promoting changes and ideas within our sector.* ”

Benefiting from lay director involvement

Since the introduction of the new governance structure when the Institute gained its Royal Charter in 2014, ClfA has benefited from being able to appoint lay directors to the Board of Directors. Lay directors bring a new perspective to the Board from outside the archaeological profession, helping us to think differently or to enhance our existing procedures based on their experience and expertise. The Board has recognised the value of the different insights and detached viewpoints that lay directors bring to ClfA and considers this independent thinking an important component of good governance. In recognition of this, the Board introduced a new policy statement setting out its procedure for recruiting lay directors.

The Board and ClfA staff would like to offer our thanks to all those who volunteer for the Institute. We would also like to thank the organisations and employers who allow their staff to commit time to the Institute.

For more information about getting involved with ClfA visit our website at www.archaeologists.net/involved or email us at admin@archaeologists.net

Protecting archaeology through advocacy and challenge

The public value of professional archaeology justifies ClfA lobbying for improvements to laws, policy and practice affecting archaeology. We work closely with governments, civil servants and external organisations, collaborating with many others in both formal and informal partnerships to ensure our contribution is understood. The better this is understood, the more archaeologists are listened to and respected.

Through our advocacy, ClfA influences policy and decision makers and works to make sure the historic environment is considered and protected.

In England, the government's flagship Levelling-up and Regeneration Bill is approaching the final stages of its passage through Parliament. The mammoth Bill has been shepherded through various stages of discussion by a host of advocates including ClfA. Our work to provide clear advice has chiefly focused on ensuring the provision for statutory Historic Environment Records is delivered. While we are strongly supportive of this measure, there have remained questions to answer around the precise wording of the provision.

Most recently, ClfA has worked with ALGAO and contacts in the House of Lords to seek various clarifications on critical wording. Through this we have secured promises to address interpretations in guidance and regulation once the Bill has passed into law.

ClfA has played a role as a member of the Better Planning Coalition, alongside natural and built environment bodies like the National Trust, Wildlife and Countryside Link, and CPRE. Through the coalition ClfA has signed up to a range of positions promoting good planning.

The Levelling-up Bill is also bringing forward several other important changes affecting archaeology. Environmental Outcome Reports will replace Environmental Impact Assessment and Strategic Environmental Assessment. ClfA has provided advice on this process and is broadly supportive of the principle for change, while being cautious about the implementation of new ideas – ever vigilant for the potential that the historic environment may be squeezed out of definitions of 'environment'. The Bill also initiates yet another set of planning reforms: National Development Management Policies (NDMPs) will re-fragment planning policy, undoing some of the work of the NPPF, which sought to streamline the various separate 'Planning Policy Statements' into a single document. Ever the pendulum swings! NDMPs will soak up policy-making power from local authorities, in theory streamlining local approaches to managing the historic environment and allowing local plans to focus on spatial matters and be simpler and quicker to produce.

ClfA's advocacy is focusing on ensuring that there is enough flexibility in the new system to guarantee that different local approaches to issues like archaeological alert areas and size thresholds for mandatory archaeological evaluation can be retained. ClfA is also preparing for NDMPs to trigger the next version of the National Planning Policy Framework.

While it is not the intention to radically change existing policy on the historic environment, ClfA will push to explore opportunities to improve the existing historic environment chapter. We will work with our UK government contacts to seek new clarity on the responsibility for applicants to produce archaeological impact assessments, and new wording to encourage the funding of archaeological archives. This latter point replicates a new provision secured in the revised Overarching National Policy Statement for Energy earlier this year.

In Scotland, National Planning Framework 4 has come into force, with overall positive changes following engagement from ClfA, ALGAO:Scotland and others throughout the year. The new Framework merges Scottish Planning Policy and the NPF, but thanks to sector lobbying has protected the key elements of both policies.

Also in Scotland, ClfA has led a vocal response from the archaeology sector to the development of a new Scottish historic environment strategy, 'Our Past Our Future'. We are also currently engaged with Scottish government to lobby for the inclusion of the historic environment within the new Scottish Agriculture Bill, working with Built Environment Forum Scotland, the National Trust for Scotland, and Historic Environment Scotland. If successful, this could bring Scotland's approach to agri-environment schemes in line with other parts of the UK. It also follows ClfA's successful campaign to get the historic environment into the Agriculture (Wales) Bill, in 2022.

Other issues throughout the year have included work on retaining archaeology's place on the UK Shortage Occupation List, increasing Planning Fees in England, commenting on the future of National Parks in Scotland, UK marine net gain proposals, the UK Forestry Standard, and preparations for celebrating the 50th anniversary of the Protection of Wrecks Act. As always, ClfA's consultation responses are all available to view on our website.

This year also marked the start of preparations for the next UK general election, with sector-wide efforts to influence party manifestos getting underway and attention beginning to be spread more between the current Westminster government and opposition parties as we hedge bets on who may be leading in the near future. Given that the last time another party was in charge in Westminster ClfA was celebrating the newly minted PPS5, it would be interesting to envision what political changes may be brought about next year!

Details of our current advocacy priorities are on the ClfA website at www.archaeologists.net/advocacy

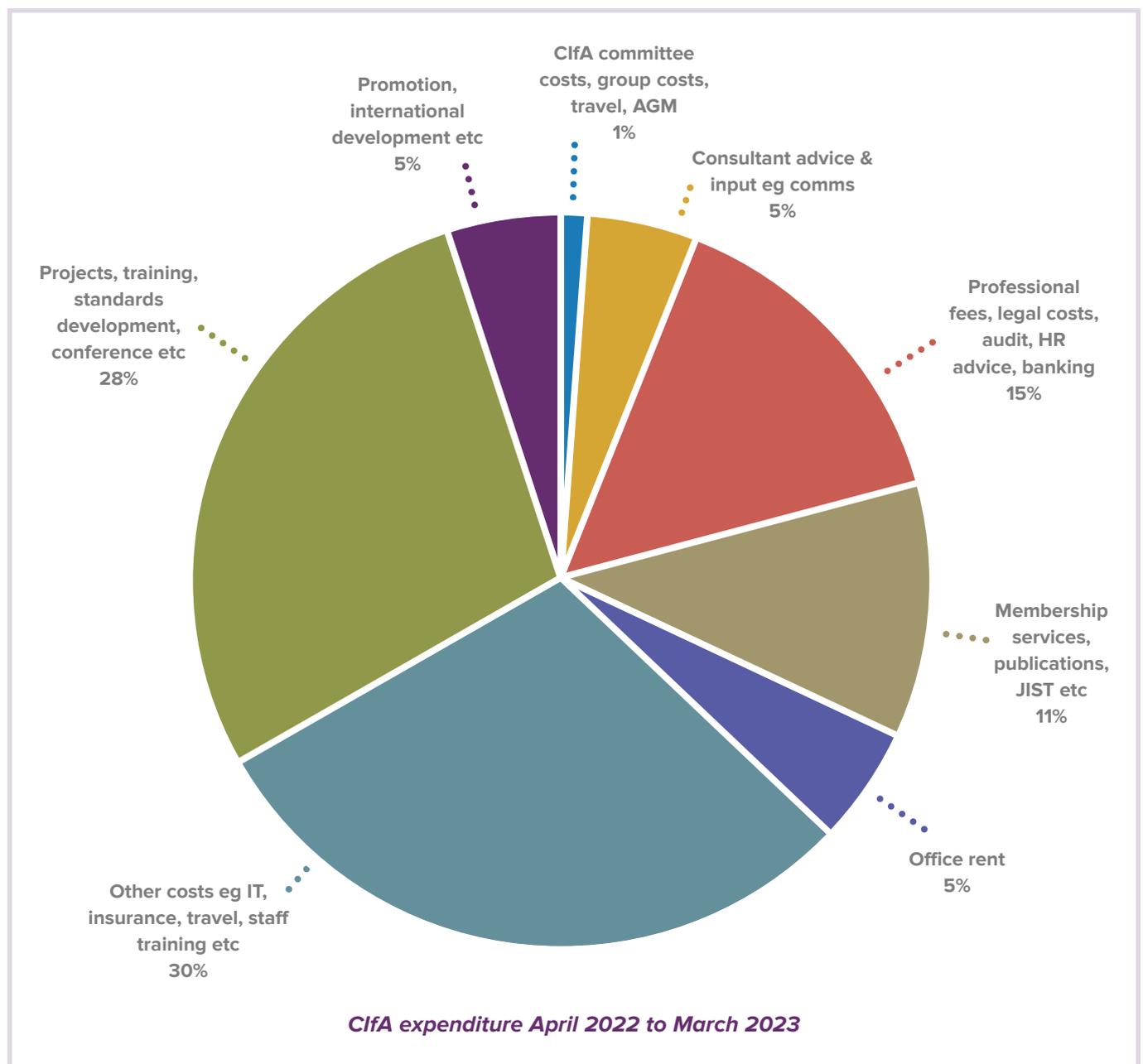
Consultation responses are available at www.archaeologists.net/advocacy/consultations

Accounts from 1 April 2022 to 31 March 2023

CIfA's accounts have been audited by Haines and Co Chartered Accountants. Under our Charter, the Institute is required to provide details of its income and expenditure to members for consideration at the AGM. Although not specified in the Charter, the Board has agreed to have these prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Detailed income and expenditure accounts, financial statements and Honorary Treasurer report are available on the CIfA website at www.archaeologists.net/annual-reviews-and-accounts.

In addition to the costs of employing staff to run the Institute and deliver the work highlighted in this review to meet the objectives for the strategic plan, your subscription fees, along with external project funding and event fees, have been invested in the following areas:



“ By promoting professionalism and professional recognition ClfA helps attract talent and develop careers.”

Contact us at:

**Chartered Institute for Archaeologists
Power Steele Building
Wessex Hall
Whiteknights Road
Earley
Reading RG6 6DE
Tel: 0118 966 2841
www.archaeologists.net**