

CIfA

**Chartered
Institute for
Archaeologists**

Annual Review 2023/2024

***“ Now is the perfect
time to take part in
and shape the work
of ClfA as we work
towards the future
of archaeology. ”***

Pen Foreman, ClfA Chair

ClfA

ClfA Annual Review 2023/2024

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About us

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



Our aim

By 2030, CIfA-accredited professionals will

- be setting and meeting **improved standards** for learning, competence and ethical practice
- be **trusted influencers** in the discipline
- deliver **greater public benefit** through their professionalism, and 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 resources through annual business plans, with a review after five years.

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**

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

Message from the Chair

Welcome to the Annual Review of the Chartered Institute for Archaeologists 2023–2024. This review covers the work of the Institute from August 2023 to July 2024 and the finances of the Institute in our accounting period from 1 April 2023 to 31 March 2024.



It has been a year of change. We said farewell to our Chief Executive Peter Hinton after 27 years at the helm of the Institute, leaving an unmistakable legacy to ClfA and archaeology. We welcomed the new Chief Executive Nathan Baker, who now takes on the challenge of leading the Institute through a change of government and a changing landscape for the sector. There have been challenges – pivoting to salary benchmarking, the removal of CSCS cards from archaeologists – but throughout it all, ClfA staff, volunteers and members have put in the hours, passion and hard work to move through these challenges.

It has also been a year of education and opportunity. We launched ClfA Qualifications in 2023, and have expanded the range of Ofqual-approved assessments to include the Level 7 Archaeological Specialist apprenticeship – and we act as the only organisation offering archaeology end-point assessments. We are offering more training events than ever, providing members of all levels access to professional development. We want to make sure there are many routes into the profession, and many avenues for development within it.

We have also built in more opportunities to hear our members. We have held online focus groups and individual meetings with members to explore how we can make our accreditation practices and procedures more accessible and inclusive, working towards the goal of a more diverse membership for the Institute. The Equality, Diversity and Inclusion Committee commissioned work from an external expert to review the procedures around our committees and volunteer opportunities. Based on the findings, we will be working on ways of making engagement with and taking part in ClfA easier and more accessible.

This report covers all of these topics and more, but only scratches the surface of the work we do. I would encourage you to reach out to staff to find out more about any of the streams of ClfA's work, or volunteer to take part in a Special Interest or Area Group committee, on Advisory Council, or on the Board. Now is the perfect time to take part in and shape the work of ClfA as we work towards the future of archaeology.

Like my predecessor, I will close this introduction with a statement of recognition and thanks to the ClfA staff, who have worked hard and diligently through a challenging year. They have been resilient, meticulous and thorough in supporting the Institute's work, and have embraced the change in leadership. There have been numerous occasions of staff and volunteers at ClfA going above and beyond over the last year, and I want to thank all involved for such dedication.

Pen Foreman ClfA Chair

Highlights of 2023/2024

Developing archaeology as a career

37 accredited degree courses

16 approved employer training programmes

40+ training and CPD events

3 apprenticeship routes

Extending our reach

7 formal partnerships (MoUs) with other organisations

Strengthening our institute

13 Standard and guidance documents

6 specialist toolkits

130 individuals involved in accreditation & registration panels

13 professional conduct concerns

12 Professional Practice Papers

225 committee volunteers

Reflecting our discipline better

1000+ Student and Affiliate members

80% of jobs ask for ClfA accreditation

245 applications for professional accreditation

80 Registered Organisations

3200+ accredited individuals

1200+ individuals on our Professional Pathways programme

200+ accredited degree student members

Being more inclusive

4 Area Groups

16 Special Interest Groups

Protecting archaeology through advocacy

46 advocacy objectives

72 advocacy advisors

7 government briefings

15 formal consultation responses

Developing archaeology as a career

CifA is committed to supporting professional archaeologists at all stages of their career. We want to ensure that they have the skills, integrity and versatility to deliver public benefit and value to society. We do this by

- strengthening career entry routes and qualifications
- supporting career development through training and CPD
- formally recognising archaeologists' competence through our accreditation grades

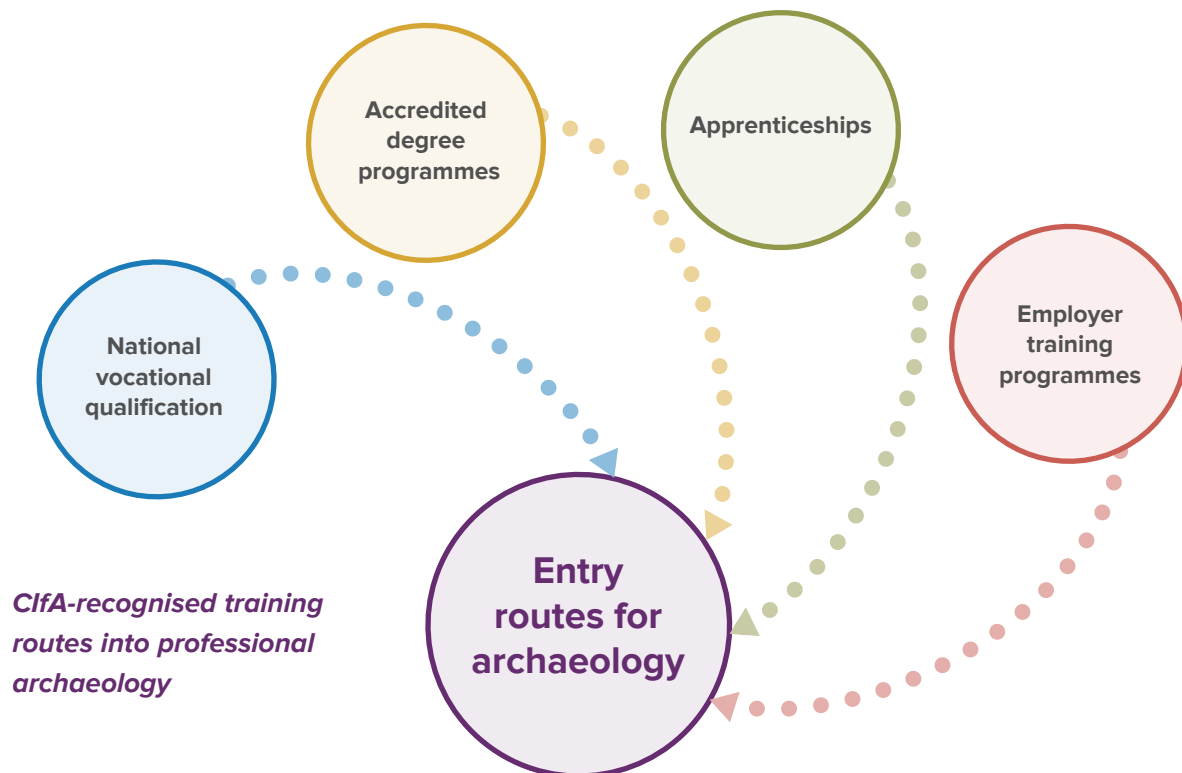


Diversifying entry routes into archaeology

Apprenticeships

Last year we launched CifA Qualifications (CifA Q) and this year our qualifications offer has continued to grow.

We assess the level 3 archaeological technician and level 5 historic environment advice apprenticeships and have received Ofqual approval to assess the level 7 archaeological specialist qualification too. We have applied for approval to include the level 7 historic environment advisor in our suite of qualifications. If approved, this means that the apprenticeship route will be opened up for even more historic environment job roles.



All apprentices in England must have an independent organisation to deliver their assessment at the end of their training, and over the last twelve months we've built up our team of assessors to deliver this. CfA is the only organisation offering end-point assessment for archaeology, so without this work there would be no archaeology apprenticeships. CfA is investing in apprenticeships because they offer **real benefits to employers, and a much-needed alternative route into the industry.**



Kathy Pilkington, of Albion Archaeology says:

“ Taking on an apprentice had a positive effect on our whole organisation. It provided an opportunity to review and improve the training we had in place at all levels. All staff were really pleased to have the chance to pass on their hard-earned knowledge; the field staff in particular took them under their collective wing. We were all absolutely thrilled when they passed their apprenticeship with distinction and decided to stay on with us permanently – so at the end of the experience we gained a very effective member of the team. Seeing one's role through the eyes of someone so fresh to the profession also reminded us that what we do is pretty great! ”

Level 3 Archaeological Technician

- 7 apprentices successfully assessed
- 3 apprentices in the pipeline

Level 4 Historic Environment Advice Assistant

- 15 apprentices successfully assessed
- 13 apprentices in the pipeline

Level 7 Archaeological Specialist

- 10 apprentices in the pipeline

Level 3 NVQ Certificate in Archaeological Practice

- 101 candidates successfully assessed
- 3 candidates in the pipeline

National Vocational Qualifications (NVQs)

In addition to supporting apprentices to qualify, ClfA Q offers the level 3 NVQ certificate in archaeological practice. This competency-based qualification can be used to up-skill current employees by helping to identify skills gaps, which can then support the design of systematic training programmes tailored to the needs of the business.

Both apprenticeship and NVQ qualifications offer a fast-track to professional accreditation, ensuring that archaeologists are recognised for their competence *and* their commitment to professional standards.

Accredited degrees

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 if they wish to pursue a career in archaeology and have the skills and knowledge that employers in the sector value.



There are 18 universities offering ClfA- and UAUK-accredited degree programmes, between them offering 37 accredited degrees and four accredited pathway routes through degree programmes. We are continuing to assess new applications for accreditation and are discussing requirements with another five universities.

Employer training schemes

There are 16 registered organisations offering approved training to new starters and some also offer team leader and project management training.

Linking into the qualification offers above, we were delighted to receive a three-year grant from the Historic Environment Scotland Partnership Fund in 2023 to support the provision of professional development and practice initiatives for Scottish archaeology. This work supports our active delivery of Aim 5 of Scotland's Archaeology Strategy, including the development of modern apprenticeships and vocational qualifications in Scotland designed to increase access to careers in archaeology and ensure that the sector has the skills it needs to meet future challenges.



Providing training courses and learning opportunities

In the last year we have provided over 40 training events for archaeologists. These have included

- specialist training on topics such as carbon literacy, OASIS and research frameworks, public benefit, and developing a career in finds
- good practice advice in supporting neurodivergent colleagues, racial equity and wellbeing in the workplace, breaking barriers and bias in archaeology, and being an active bystander
- developing our profession through discussions about causes of low pay in archaeology; information for employers about apprenticeships; innovation; and progress in ClfA advocacy work
- CPD courses in practising ethical competence in archaeology, and Standards and guidance
- step-by-step accreditation workshops, guidance on continuing professional development, and professional review panel training

We have delivered most of our training events online to help with accessibility. Other online networking opportunities for members have included group annual general meetings, and ‘tea-break’ sessions that have covered a range of informal discussion topics.

Our annual Innovation Festival in October is run as a digital week-long event providing a wide range of learning opportunities about developments in professional practice. The latest festival included sessions on ethical archiving practices, developments in 3D scanning and printing for inclusive heritage, navigating pathways to net zero for archaeology, and discussions about improving recruitment for people wanting a career in archaeology.



In Scotland, 273 participants engaged with CIfA-facilitated events, funded through the Historic Environment Scotland Partnership Fund. CPD workshops included *Transforming archaeological reporting for the benefit of all: introduction to OASIS V*, *Scottish Research Frameworks* and *Discovery and Excavation in Scotland (DES)*, delivered in collaboration with the Scottish Archaeological Research Framework (ScARF) and Archaeology Scotland.

Our CIfA Deutschland Area Group (CIfA-D) has again run some successful events. Between October 2023 and February 2024, CIfA-D and the *Deutsche Gesellschaft für Ur- und Frühgeschichte (DGUF)* hosted their monthly online lecture series aimed at students. The five events addressed topics relevant for those who intend to enter the profession, such as applying for jobs, time management, and how German archaeology is organised.

In February 2024, CIfA-D and the 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. The event is aimed at archaeologists and members of the public.



We have also run some in-person training events. Our Archives Group and Finds Group held their day conference to discuss how the finds management process and implementation of Standards and guidance impact the knowledge that can be gained from the archaeological record.

ClfA-D held its annual one-day conference in Frankfurt, Germany. This included workshops and discussion groups on topics such as employee rights, health and safety, employment contracts and communication and conflict resolution, which were originally selected through an online survey amongst group members and German archaeologists.

ClfA's April conference was held in Chester. We ran it in a new format over two days rather than three, to help manage the costs of attendance against the increasing costs of hiring venues. The theme for ClfA2024, *Legacy*, enabled us to host varied sessions which showcased co-creation, partnership and the benefits of cross-disciplinary working, and how projects and initiatives are considering the needs of future generations – changing the way we do things and leaving legacies.

Over 300 individuals attended the conference. The feedback we have received has been positive, with most people saying that the conference helped them to network, meet other people in the sector and make useful contacts. It was also encouraging to see that many respondents have been supported by their employers to attend.

.....
Our events are often recorded and the recordings added to the event's page on our website, providing an ongoing CPD resource.
.....

“ *Enjoyable and informative. A fundamental part of my career training and development.* ”

“ *Invigorating! I came away full to the brim with ideas and having had really positive conversations with a whole range of people.* ”

For more information about ClfA Qualifications visit
<https://www.archaeologists.net/cifaqualifications>

For more information about professional development and training opportunities visit
<https://www.archaeologists.net/events>

For more information about progressing your career in archaeology visit
<https://www.archaeologists.net/careers/intro>

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 are

- making our standards for accrediting competence, training and qualifications applicable and appropriate across specialisms and roles
- seeking 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. Accreditation showcases an archaeologist's competence and ethical behaviour. It demonstrates that an individual is committed to

- meeting professional standards
- upholding ClfA's Code of conduct: professional ethics in archaeology
- maintaining and enhancing their skills through continued professional development

“

I decided to join ClfA to expand my current knowledge of professional archaeology, and it has allowed me to really reflect on my experience working in the industry and what I have achieved.

”

PCIfA applicant

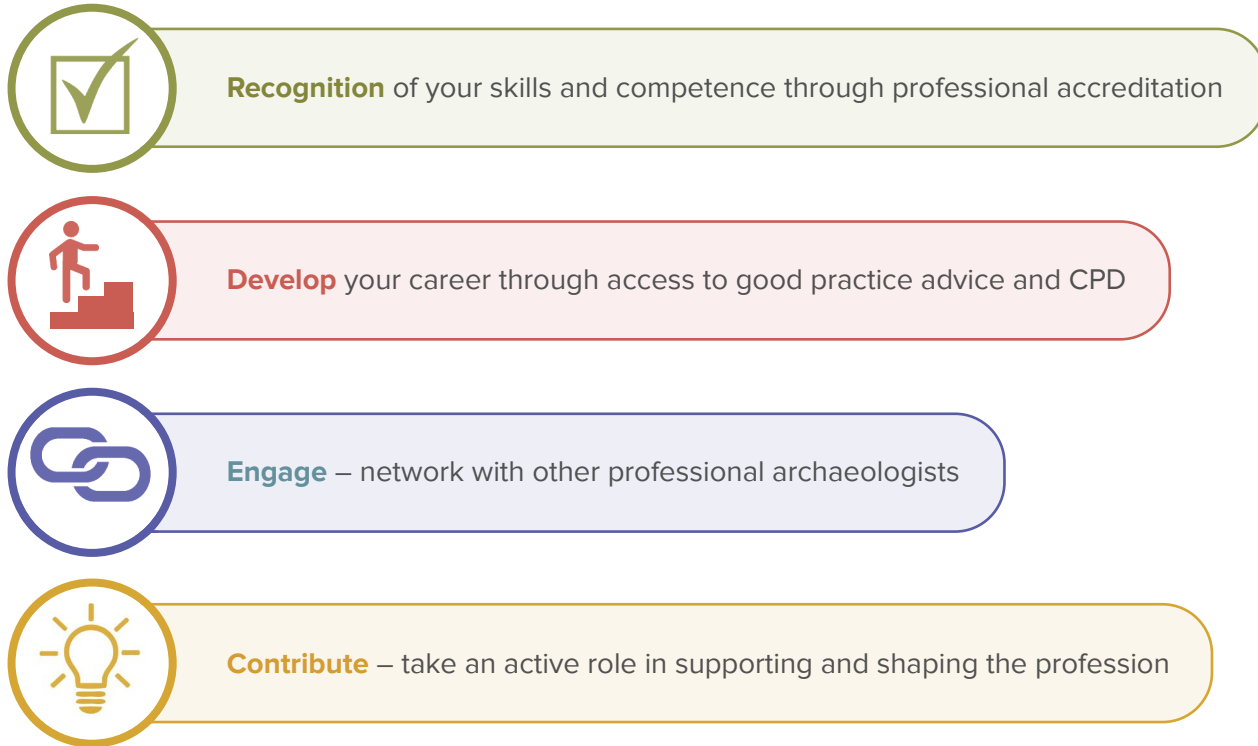
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It has provided a retrospective of my accomplishments in archaeology and an official recognition for these achievements. Furthermore, it is a testament to all those I have worked alongside who have guided and supported me throughout my career.

”

ACIfA upgrade applicant

Top reasons why individuals apply for ClfA accreditation



Applications for professional accreditation are assessed by ClfA's Validation committee. The committee reviews and assesses each application in detail against the competence matrix criteria to decide whether the application meets them. Sometimes applications are deferred if the committee need more information, such as additional references or further examples of work.

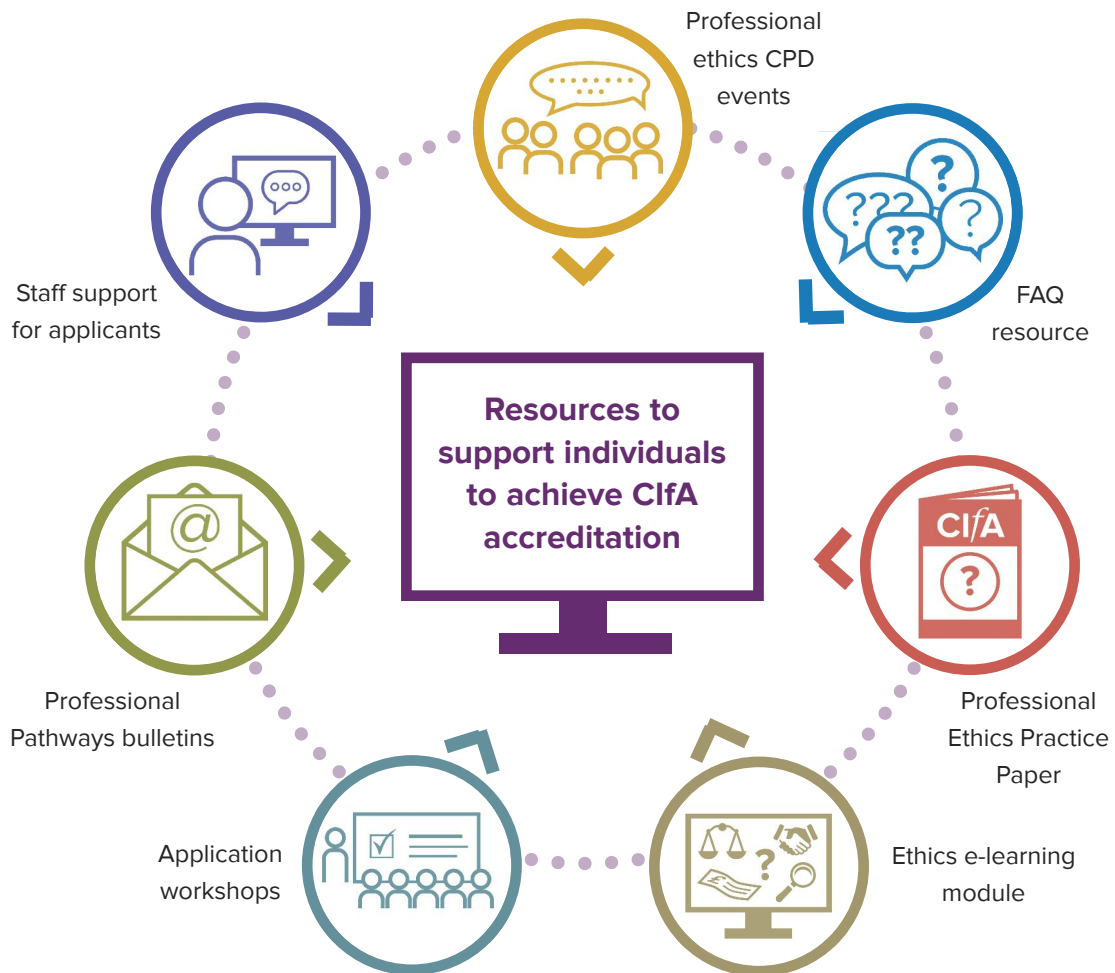
The Validation committee is supported by

- members who carry out Member (MCfA) professional review interviews to discuss an applicant's ethical approach to their work
- specialist assessors who review an applicant's work on behalf of the committee, if there is no one with the relevant expertise already on the Validation committee

The individuals who assess applications are accredited members and have volunteered their time to be part of the profession's self-regulation process.

ClfA accreditation is recognised and valued by employers; 80 per cent of job advertisements in the UK* cite ClfA accreditation as a desirable qualification for applicants, and benefits of employment often include full payment of or a contribution towards the costs of professional fees.

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



Supporting the achievement of accreditation

We want all archaeologists to have the opportunity to become professionally accredited and to be recognised for the high levels of skill they possess and the contribution they make to society. To do this, we provide resources that enable applicants to be confident that they are supplying everything the Validation committee needs. These resources include

- digital resources to assist in completing an application, including statement of competence examples and sample questions for interview
- online workshops with CifA staff to talk through preparing an application for accreditation and professional review interviews. These workshops have been attended by over 70 people in the past year and many have made successful applications since then
- professional pathways bulletins – *Pathway to Practitioner*, *Aim for Associate*, and *Move on to Member* – which signpost useful advice, resources and training to help individuals build on existing knowledge and skills and apply for the next level of CifA accreditation
- information about professional ethics, including the elearning module *An introduction to professional ethics* and tailored ethics workshops
- a regular series of stories from members about their experience of the application process and why they want to be accredited

.....
The ClfA membership team can provide support at all stages of the process and we encourage applicants to get in touch if they need any help.
.....

“ *The guidance provided by ClfA was invaluable. My message would be: take advantage of the accreditation sessions and talk directly with ClfA staff – it will help.* ”

PCIfA upgrade applicant

Supporting our Student and Affiliate members

Student and Affiliate members agree to support the ethos of the ClfA *Code of conduct*, but we do not assess their competence, so they are non-accredited members. Students can continue their membership for a year after their graduation date to allow them time to find employment and upgrade to Practitioner accreditation.

Our professional pathways bulletins aim to support members to develop their competence so they can apply for accreditation. The *Pathway to Practitioner*, which is for our Student and Affiliate members, includes useful advice, resources and training that helps them build on their existing knowledge and skills and reach the next stage in their professional career. The bulletins include professional profiles from individuals who have recently achieved accreditation or who are involved in the assessment process. These give advice on what evidence is useful to include to demonstrate competence. ClfA staff can offer dedicated support to PCIfA applicants and are happy to speak to individuals or companies about this.

We have been focusing on improving the flow of information about careers in archaeology and the benefits of professional accreditation to students. ClfA staff and volunteers have given presentations on careers in archaeology, professional standards and the accreditation process to universities as well as at the annual University Archaeology Day.

We have developed an *About a career in archaeology* guide explaining the range of job roles and specialisms available in archaeology. In Scotland, 124 students engaged with ClfA through our career events, including a visit to the Glencoe field school run by the University of Glasgow, where students discussed their key learning points from the field school. In Germany, representatives from our ClfA Deutschland Group were invited to speak at a careers day organised by students from the University of Tübingen.

We have also noticed that many more Student members are getting involved with the Area and Special Interest Groups as ordinary committee members. This helps to ensure that an early careers perspective is heard, and their input to the committees goes to Advisory Council through their Group representative. We are also pleased to see our conference bursaries being taken up by Student members.



Current membership statistics

Membership of ClfA now stands at 4298 (31 July 2024). Of these members, 3269 are accredited professionals (PCIfA, ACIfA and MCIfA) who have demonstrated their competence – including the professional skills relevant to their grade of accreditation – to the Validation committee.

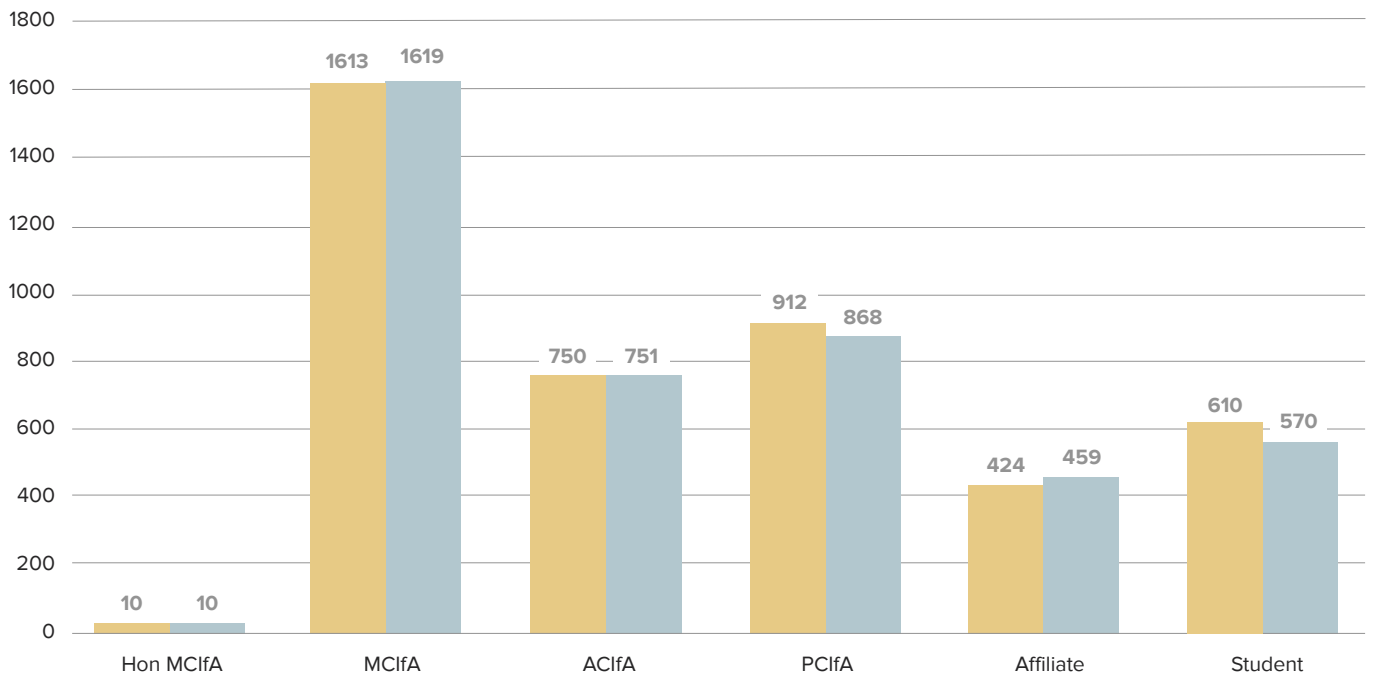
We have noticed an increase in applications from specialists over the last year, particularly from a finds and buildings archaeology perspective. Our suite of specialist competence matrices help applicants working in a specialist area of archaeology to see how they fit the main criteria.

“

Having a matrix specific to my area of archaeology was key for me.

”

MCIfA upgrade applicant



Change in membership numbers from 2023 to 2024

■ 28 July 2023 ■ 31 July 2024

There is strong support from our non-accredited membership (Student and Affiliate); we now have 1029 non-accredited members (31 July 2024).

.....

Through our accreditation of degree programmes, we are supporting students in the early stages of their archaeological careers with free Student membership.

.....

“ *Being an Affiliate provided me with the resources and guidance to help me establish a career in archaeology, before upgrading to PCIfA in my first year as a consultant.* ”

ACIfA upgrade applicant

For more information about professional ethics and the Code of conduct see <https://www.archaeologists.net/membership/ethics>

For more information about professional accreditation, registration and our professional pathways visit <https://www.archaeologists.net/join>

Read more about individual member stories and why they have become accredited at <https://www.archaeologists.net/join/testimonies>

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

Our 2024 *Professional archaeology: a guide for clients* focuses on archaeology and social value. The guide includes a range of case studies from ClfA members and Registered Organisations, demonstrating how archaeology is helping clients to meet social value outcomes. The examples include projects aimed at engaging with new audiences, community participation and supporting opportunities for learning and skills development.

The aim of the client guide is to explain why anyone involved in housing development, infrastructure or power-generation projects should engage ClfA-accredited archaeologists and Registered Organisations who work to professional standards.

There has been a soft launch of The Arc, a shared initiative between ClfA, the Institute of Conservation (Icon), the Chartered Institute of Building (CIOB) and the Chartered Institute of Architectural Technologists. The Arc is a shared portal promoting each organisation's registers of historic environmental professionals, promoting the benefits of using accredited specialists.

We want everyone to realise archaeology's potential for research, the environment, the economy and the enrichment of people's lives.



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

Building connections with other professional organisations

Using our communication channels and social media, we have been extending our reach by engaging with a broader range of relevant groups. We have also been increasing our connections with the communication teams in our Registered Organisations to more widely share news articles and projects which highlight where clients are recognising the social value and public benefit outputs from archaeology. We have engaged with national campaigns such as the Festival of Archaeology and Volunteers Week, where, via social media, we have targeted volunteers and members of the public interested in archaeology and the heritage sector and potentially training to work in the sector.

We were delighted to welcome Professor Eszter Bánffy, President of the European Association of Archaeologists (EAA), to close our conference this year. Through our memorandum of understanding, ClfA works closely with the EAA on areas of common concern. These include promoting professionalism and good practice in archaeology and communicating the value archaeologists across Europe bring to society. ClfA staff and volunteers attend the EAA conference to promote our work to European archaeologists. This year, we

- gave a presentation highlighting the potential of major infrastructure projects across Europe to stimulate a sea-change in the way we train archaeologists
- organised a session showcasing the value of national archaeology strategies like Scotland's Archaeology Strategy and Archaeology 2030 in Northern Ireland
- chaired the annual round-table meeting of the EAA Community on the teaching and training of archaeologists

Salary benchmarking

Following the decision by ClfA's Board of Directors in March to replace annual recommendations for minimum salary levels with a programme of regular salary benchmarking reports, we have started to develop the methodology and have begun data collection, under the guidance of a project advisory group bringing in expertise from Prospect, BAJR and ClfA's Advisory Council and Early Careers SIG. We will compare anonymised salary data from sector surveys and from roles advertised in JIST and on BAJR between 1 April 2023 and 31 March 2024 and are due to report early in the autumn.

We will provide the benchmarking report to the sector

- for use by employers and employees to benchmark roles within their organisations and beyond
- as a tool to underpin trade union pay negotiations or workforce agreements
- to support ClfA's wider advocacy on the value of archaeology and archaeologists' skills

For more information about our funded projects visit
<https://www.archaeologists.net/profession/projects>

For more information about our guide for clients visit <https://www.archaeologists.net/clientguide>

Being more inclusive

Our aim is for archaeology to be a profession that is open to everyone. 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.

Improving ClfA's processes and activities

Last year we reported that ClfA's Equality, Diversity and Inclusion (EDI) committee had undertaken a benchmarking review of ClfA's functions – ranging from governance and leadership, accreditation and training, to outreach and engagement – against a Diversity and Inclusion Progression Framework. This review resulted in a list of 17 recommendations for future priorities. These recommendations, along with additional recommendations for ClfA from the *Qualitative inequalities research for the archaeology sector* report, have been prioritised and over the past twelve months we made progress in several areas.

Data collection



We have identified and agreed appropriate baseline data questions which will allow us to track progress against the plan of action on diversity and inclusion. These questions were included in the last full ClfA member survey, undertaken in September last year, and are being incorporated into other surveys such as those circulated by Area and Special Interest Groups, and post-event surveys, so we have consistent data sets.

Addressing unintentional barriers to accreditation/membership



Our surveys to applicants for ClfA membership and feedback from our accreditation workshops provide us with useful information on how we can continue to improve. This year we have also held a series of focus groups and 1-2-1 meetings with members, particularly those who are neurodivergent, to gather feedback on some of the unintentional barriers in the accreditation process. The valuable comments we received from the individuals who attended these have allowed us to come up with a list of actions to review and address. These include

- reviewing the language and wording we use
- reviewing the amount of information on the website and how this is collated
- considering other ways in which applicants can provide information to support their applications which may not be in the form of a written submission

Achieving visible diversity on ClfA committees



We have commissioned external advice about how we can adapt our processes for elections to the Board, Advisory Council and other committees. Recommendations from this include benefiting from using simpler language and Plain English, and making changes to some of the requirements in the regulations for these committees which introduce unnecessary barriers to getting involved. In addition, the EDI committee asked the Board of Directors to make a change to the EDI committee regulations to set out that the committee would ideally include a member from the Global Majority.¹

Raising awareness and working with others to improve access to archaeology

One of the purposes of the EDI committee is to ensure that ClfA provides training and events to raise awareness of EDI and provide good practice advice. In particular, the committee has focused on providing active bystander training, run by The Active Bystander Training Company.

The *Qualitative inequalities research for the archaeology sector* project report from 2023 found that ‘respondents report that discriminatory attitudes and unconscious bias are common in some workplaces. These behaviours often go unchallenged by managers – or are carried out by managers themselves’ and this has a negative impact on career progression. By making this training available we are supporting ClfA members to develop skills to challenge unacceptable behaviours, including those which may have become normalised over time.

ClfA has continued to contribute to the Improving Access project, facilitated by Historic Environment Scotland with funding from the National Lottery Heritage Fund. This project aims to identify barriers to heritage careers by conducting focus group sessions with under-represented heritage audiences. We supported the delivery of a symposium and ‘leaders’ summit’ in May, which shared the results of the project and discussed next steps for the initiative. ClfA is committed to taking forward the recommendations from the project, including exploring how we can support the sector with inclusive recruitment and reduce the barriers to careers in archaeology.

Our informal neurodiversity network holds regular digital tea breaks to provide a space for individuals to talk about their experiences and share information. We share the information gathered at these as a resource on our website, and it includes ideas on ways to introduce easy, cost-effective workplace adjustments.

Members of the EDI committee hosted a session at the 2023 Theoretical Archaeology Conference (TAG) and at a digital fringe event leading up to the ClfA conference this year. Both sessions showcased a range of examples of workplaces, projects and initiatives that are effectively addressing barriers that have previously been stopping people from progressing through or getting involved in the profession.

For more information about equality, diversity and inclusion in archaeology visit
https://www.archaeologists.net/practices/equality_and_diversity_in_archaeology

¹ Why we’re no longer using BAME | National Museums Liverpool (liverpoolmuseums.org.uk)

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
- encourage more members to become involved in ClfA's work, at every level, taking advantage of the opportunities that provides

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

Promoting professional standards

ClfA reviews its Standards and guidance regularly in response to changes to practice, policy/legislation, project recommendations and/or feedback and advice from our Special Interest Groups.

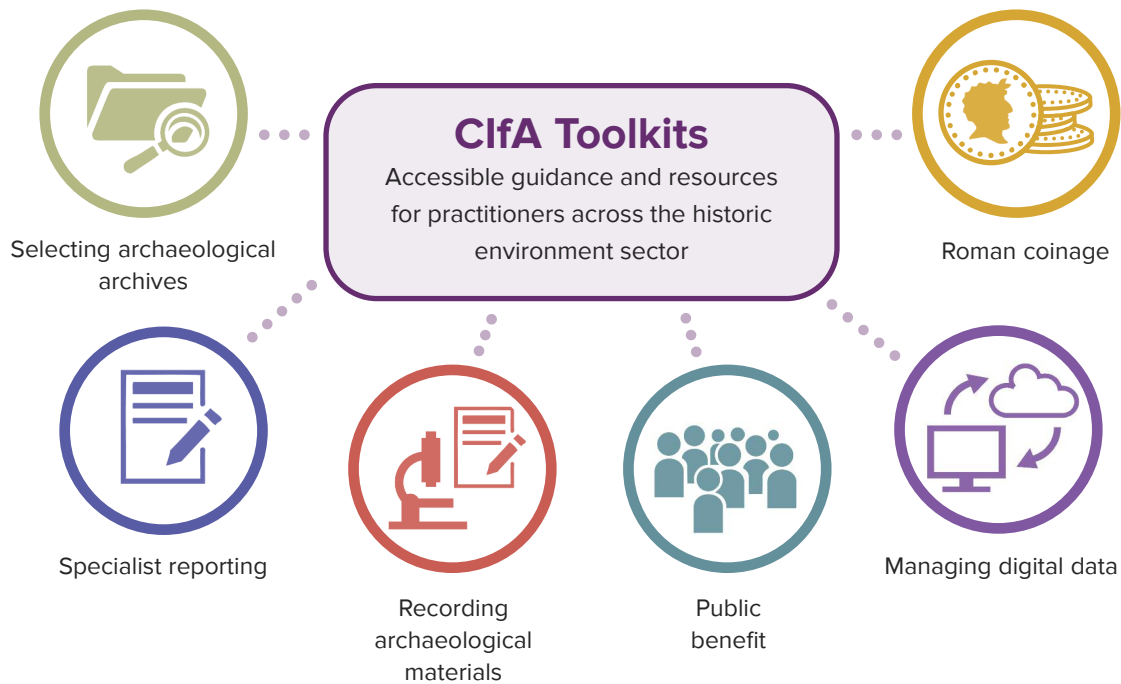
We have been undertaking a review of the structure and content of the Standards and guidance, and in December 2023 we launched the newly updated fieldwork documents on archaeological excavation, archaeological field evaluation and archaeological monitoring and recording (formerly 'watching brief'). These documents follow a new structure where the Standard and guidance appear separately, with the focus being the delivery of universal information that can be applied by practitioners wherever they are working. We have run training sessions about the updated documents for our Registered Organisations, members, and local authority archaeological advisors.

We're continuing this programme of review and updates in 2024 with the remaining Standard and guidance documents.

Providing resources to support the implementation of Standards and guidance

Our suite of web-based specialist Toolkits helps members follow the Standards and guidance. Toolkits are a great vehicle for providing accessible guidance and resources for practitioners across the historic environment sector. This year marked the launch of a new ClfA toolkit supporting the design and delivery of public engagement in archaeology. It was funded by Historic England, designed by Dig Ventures and informed by ClfA's Community Archaeology Special Interest Group and key stakeholders.





Binding for accredited archaeologists and registered organisations



Code of conduct: professional ethics in archaeology

- defines the rules that tell a professional archaeologist how to behave in accordance with our shared values
- application of the rules in the *Code* is supported by Standards, guidance, policy and good practice guidance



Policy statements / Practice papers

- additional **advice** to support adherence to the *Code* and/or Standard



Standard

- sets out the **required** outcome of the archaeological 'product' and/or activity eg field evaluation or archaeological advice
- working to the Standard = compliance with the *Code*
- supported by additional guidance demonstrating how to deliver the Standard

Strongly recommended for accredited archaeologists and registered organisations



Universal guidance

- **Higher level guidance** to support the delivery of the Standard
- advises on what the profession presently considers good practice
- deviation from the guidance is not recommended and must be justified



Toolkits

- additional **resources** to support adherence to the **guidance**



Detailed guidance

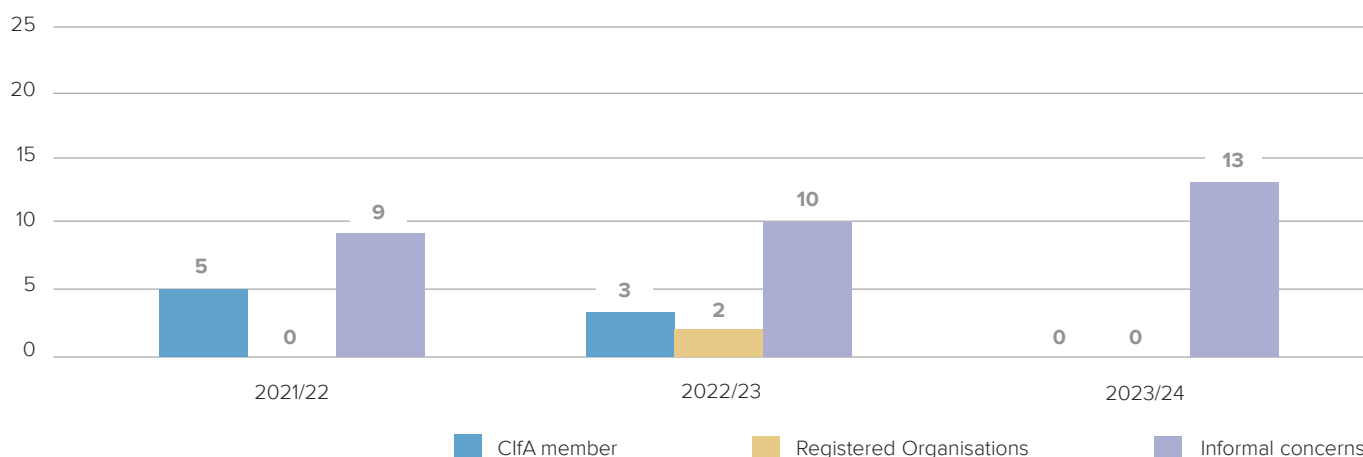
- detailed guidance highlighting **jurisdiction/country specific** differences
- supports the universal guidance and adherence to the *Code* and/or Standard

To support two existing toolkits, the *Toolkit for Selecting Archaeological Archives* and *Dig Digital*, we released new resources to help with the implementation of good practice approaches to archives management. This includes an eLearning CPD module, *Archaeological archives: creating FAIR, sustainable and ethical archives*. The aim of the module is to build understanding of professional responsibilities around archives, and how we can all become advocates for good archives practice. With embedded quizzes and prompts to think about practice, the course covers ClfA Standards and guidance, FAIR Principles, and individual roles within the process.

The good practice guidance for project designs that accompanies the new fieldwork Standards now includes reference to an environmental protection policy (including carbon reduction plan). ClfA’s climate change working group is continuing to work alongside Historic England to raise awareness of the ways archaeologists can reduce their impact on the environment and respond to the climate crisis. With funding from Historic England, ClfA has been running a series of heritage carbon literacy training, helping small to medium organisations gain an awareness of the causes and impacts of climate change and an understanding of carbon emissions. We have also updated the carbon reduction guide table with further suggestions for eco-friendly fieldwork and are gathering case studies and examples to support this.

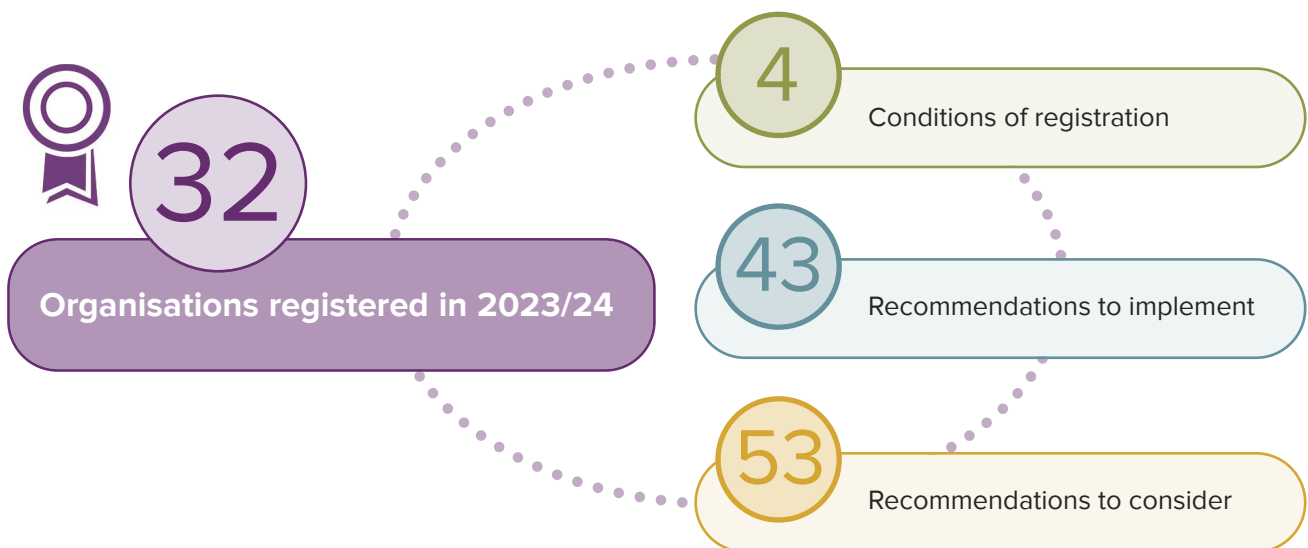
Monitoring and enforcing compliance with standards

All ClfA-accredited individuals and Registered Organisations agree to abide by the Institute’s *Code of conduct*. This means that they can be held to account by their peers through the professional conduct process if their professional behaviour or practice is questioned.



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

Over the last twelve months we have dealt with 13 concerns about practice. None of these have been submitted as formal allegations. Two ongoing cases from 2022/23 have been completed. Another case resulted in a request for action to be undertaken as a condition of continued membership of ClfA. We publish details of completed cases in *The Archaeologist* when applicable.



The Registered Organisation scheme

ClfA’s Registered Organisation (RO) scheme is a unique quality assurance scheme. Registered Organisations have demonstrated the skills to provide informed and reliable advice and carry out work professionally. There are currently 80 Registered Organisations. During this past year three new organisations have joined the scheme and four have merged with other organisations.

To retain their status, Registered Organisations submit a new application for registration every three years, unless the Registrations committee (Organisations) has asked them to submit one sooner. As part of that application, they are inspected by a panel of peers. This panel can be made up from other ClfA-accredited professionals, local authority archaeological advisors, and technical specialists. At the inspections the panel talks to people from all areas of the organisation. This results in some very interesting conversations on a variety of topics as well as useful feedback for ClfA.

The recommendations of inspection panels are considered by the Registrations committee (Organisations) who assess whether the organisation has demonstrated that they meet the requirements of the scheme and are working to ClfA standards.

In 2023–24, 32 organisations were registered following inspection. In total, they received four conditions, 43 recommendations to implement and 53 recommendations to consider. Subjects of these conditions and recommendations included reports and publications, training and development, archive provision, quality assurance improvements, and ethical business practices. One organisation has had its registration deferred while further information is gathered, and one organisation has been removed from the scheme.

“ Overall the best inspections are where the panel is well briefed and clear in its aims and processes, and where the visit is well organised by the recipient organisation but not excessively controlled by them. ”

We survey the inspection panel members annually for their opinion on what works well and areas for improvement. Most panel members praised the organisation of the scheme and the consistency brought to bear on the process.

Panel members liked having the opportunity to talk to staff from all tiers within the organisation and not just the senior management team, as this provides a good cross-section view of the organisation and can highlight the differences between the management's impressions and the experience of staff.

Looking at future improvements to the scheme, the overriding impression was that the inspection process needs to be extended to encompass more aspects, whether that is extra time for a fieldwork visit, additional visits to subsidiary offices, or examination of more primary records.



Value of the Registered Organisation scheme

“ *It was a substantive exercise – both parties took it seriously and wanted a meaningful outcome.* ”

The inspections are always intended to be collaborative conversations which should benefit everyone. While inspection ensures the organisations meet the requirements of the scheme, the process could also be reframed as an exercise in consultancy and an opportunity to take advantage of the combined knowledge and expertise of a team of competent peers.

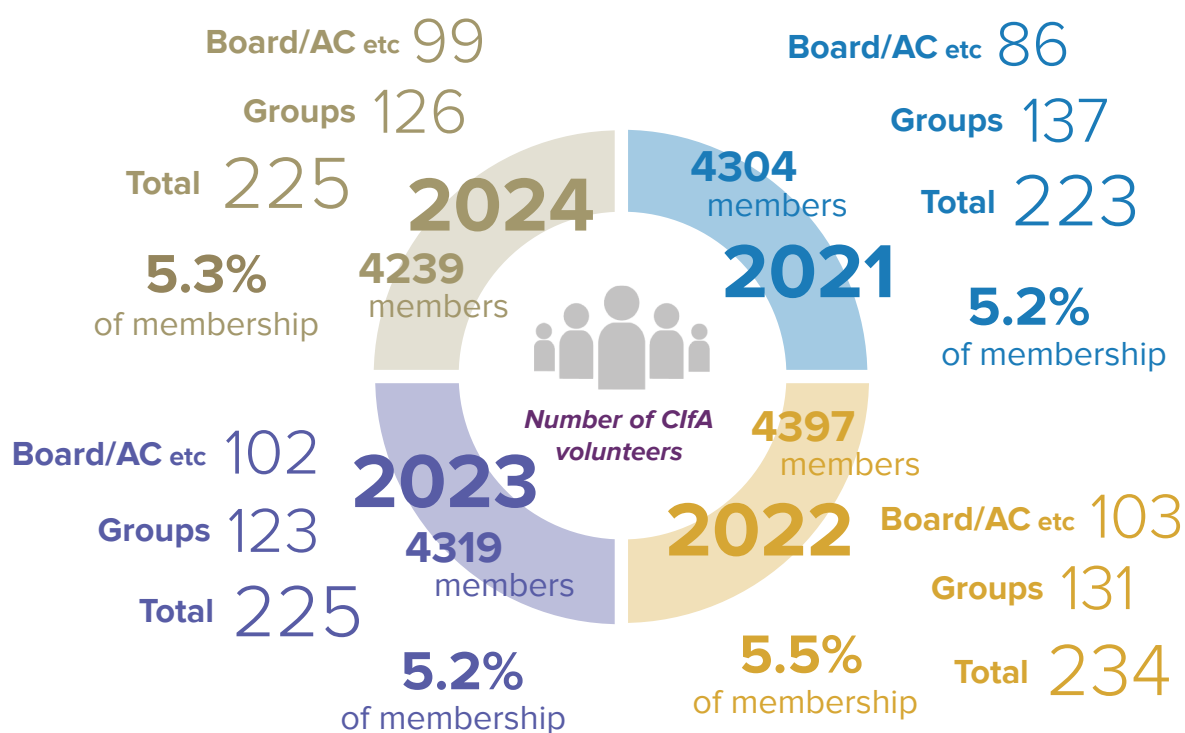
For more information about professional standards in archaeology, including the Toolkits, visit <https://www.archaeologists.net/codes/cifa>

For more information about the Registered Organisations scheme visit <https://www.archaeologists.net/regulation/organisations>

For more information about climate change and archaeology visit <https://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. ClfA 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 3269 accredited professionals (PClFA, ACIfA and MClFA), 99 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 to helping the Institute meet its objectives and providing expert advice.

In addition, a further 126 members (from all categories) are involved in Area and Special Interest Group committees. Groups provide important networking opportunities for members, CPD and training events, and contribute to themed editions of *The Archaeologist* magazine such as the ones this year on marine archaeology and heritage crime. Groups also support ClfA in developing good practice guidance, like the ClfA Toolkits, and offer expert advice to staff responding to consultations. This year we have seen the introduction of a new Landscape Special Interest Group. The group has aims to foster links with environmental professionals whose work requires them to engage with and understand the historic environment.

Other volunteers offer their time by assisting with

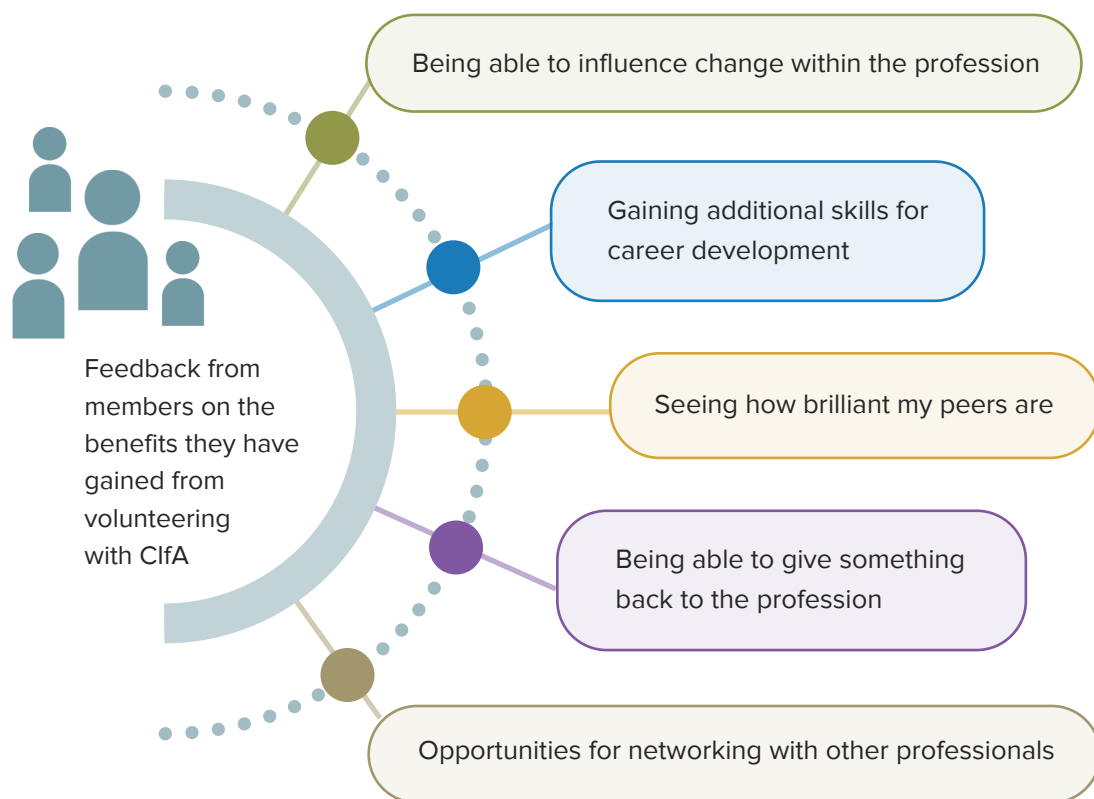
- professional conduct panels
- Registered Organisation inspections
- MCI fA professional review interviews
- accredited degree panels
- advocacy
- running sessions or speaking at conferences and other events

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.

”



“

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

”

Volunteering is a huge support to the Institute and also provides benefits for the individuals involved. As part of our biennial member survey, we asked those who had volunteered for ClfA what they believed to be the main benefits of volunteering. The most popular reason was being able to influence change within the profession, followed by gaining additional skills for career development and networking opportunities. Volunteers also said they valued being able to give something back to the profession, to support others and to be able to see how brilliant their peers are.

We are aware that it is not always easy for individuals to get involved in volunteering. The survey responses highlighted the barriers caused by existing commitments and loss of work time, as well as being unsure of the skills and experience needed and what is involved. We have been working on providing clearer information to respond to these challenges and have set up a Knowledge Hub space to provide an online community for committee members involved in ClfA Groups to share information and ask questions.

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.

Thank you!

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 <https://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 to lobby 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 the understanding, the more archaeologists are listened to and respected.

ClfA is one of the leading archaeological opinion formers and independent advisors to government, heritage sector partners and other decision-makers.



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

Working together as a sector

To deliver ClfA's vision to act as an authoritative voice for the archaeology sector, we work alongside and seek to support other national organisations working in archaeology. We also lead on research that helps to inform practice and engage wider stakeholders with archaeology's value to business and society. The following headings describe areas we have been involved with influencing this year.

21st Century Challenges for Archaeology

ClfA's work with Historic England on the 21st Century Challenges for Archaeology Programme (21CAP), continues to structure work with other sector bodies, including several of the projects mentioned below.

This year, through the programme, ClfA has implemented recommendations from 21CAP to improve cross-sector cooperation on advocacy. This has included negotiation for clearer procedures for collaboration between organisations, resulting in better sector planning, joined-up thinking, and reporting on progress against various policy issues. This will also enable the sector to be more effective at agreeing collectively on the changes we want governments to make and liaising on strategy and joined-up advocacy.

National Centre for Archaeological Archives research

We have undertaken a programme of research to support the business case for a National Centre for Archaeological Archives (NCCA) in England. The Future of Archaeological Archives Programme (FAAP) had been asked by DCMS for an outline of the pipeline of archaeological work likely to create archives over the coming decade. Working with Nathaniel Lichfield and Partners, the project has estimated the likely volume of archaeological archive to be produced over the next ten years, based on a forecast of development and therefore

archaeological work over the same period, and taking into account key economic and policy considerations. The report has been submitted to Historic England and will complement other research in support of the NCAA business case.

Strategic skills initiatives

ClfA has continued to provide leadership on strategic skills initiatives across the UK. We have worked closely with our national agency partners in Historic England, the Historic Environment Division of the Department for Communities in Northern Ireland and Historic Environment Scotland. Key initiatives this year have included the launch of Historic Environment Scotland's refreshed Skills Investment Plan in Scotland, where we have worked hard to ensure that archaeological skills are included and prioritised, and our contribution to the Historic Environment Skills Forum in England.

Solar farms guidance

Following on from our review of field evaluation practice reported on in the 2022 Annual Review, we have undertaken an initial phase of work reviewing current guidance and practice relating to evaluation of the archaeological impact of solar farm developments. The review has been funded by Historic England and will lead to recommendations for further work to understand the archaeological implications of solar farms and how they can best be understood against the backdrop of technological advances and an evolving policy context. This is particularly relevant given the current pace of solar farm development across the UK. ClfA has also been engaging with solar industry bodies and intends to position its research to influence wider planning expectations around solar development. The report is being reviewed by Historic England and will be published shortly.

Maritime archaeology campaigning

2023 was the 50th Anniversary of the Protection of Wrecks Act 1973. For this milestone, ClfA led a seminar of experts from a range of stakeholders to draw up recommendations for improving the Act so that it may continue to function in the future. These recommendations will be a useful resource for future advocacy on the Act. Partly as a result of activities to engage the previous Heritage Minister, Lord Stephen Parkinson, the Westminster Government also made pledges to explore ratification of the UNESCO 2001 Convention concerning the protection of underwater cultural heritage. Government also wish to improve relationships between the Department for Culture Media and Sport (DCMS) and other departments with a stake in managing marine heritage assets. This work was not completed before the election.

CSCS cards

In May CSCS made the decision to include archaeologists on the list of non-construction-related occupations not required to hold a valid CSCS card. Since then, we have been working with FAME and our Registered Organisations to understand the impact of this on the sector, particularly where archaeologists are still being asked for CSCS cards to gain access to construction sites. ClfA and FAME have provided a joint response to CSCS, setting out the close relationship between archaeology and construction. We are continuing to work closely to ensure that archaeologists' competence and safety can be appropriately accredited and demonstrated in a construction environment.

An ending, a beginning

Over the past year, the Westminster Government has been slowly running down the clock on its Parliamentary term. Major efforts have thus been focused on implementing as much of its promised legislative agenda as possible. For ClfA, the chief target has been encouraging the implementation of statutory Historic Environment Records provisions from the Levelling-up and Regeneration Act (LURA), as well as shaping discussions about the implementation of National Development Management Policies (NDMPs) and a National Planning Policy Framework Review (NPPF). ClfA was part of a working group with the Department for Levelling-up, Housing and Communities (DLUHC) looking to draw up implementation regulation for statutory HERs, and it had prepared priority asks for influencing NPPF policy improvements. Unfortunately, the Government's timetable meant that this work was not complete by the time the general election was called in May.

Efforts have now pivoted to making the case for many of the same goals with the new Government, as well as linking into a brand-new policy agenda with some exciting opportunities for archaeology, despite many challenging circumstances.

These future opportunities will build upon the foundations laid by work this past year on the 21CAP Improving Synthesis project, which makes the case for better use of research opportunities and data for generating new knowledge about the past. ClfA has been involved, alongside the Society of Antiquaries and British Academy, in delivering progress against recommendations and will use these to push for results with the new Government.

Devolved nations

Other UK nations have been less stymied by the election cycle, and work in Scotland, Wales and Northern Ireland has been more continuous this year. Notable highlights include the inclusion of 'preservation of historic and cultural sites' within Scotland's Agriculture and Rural Communities Bill 2023 – a result of ClfA lobbying. Further work to influence cuts to Cadw's budget and knock-on effects to the Welsh archaeological trust Heneb's operating grant led to a lessening of the cut. Finally, ClfA has contributed to a review of Scotland's Treasure Trove process.

Details of our current advocacy priorities are on the ClfA website at

<https://www.archaeologists.net/regulation/organisations>www.archaeologists.net/advocacy

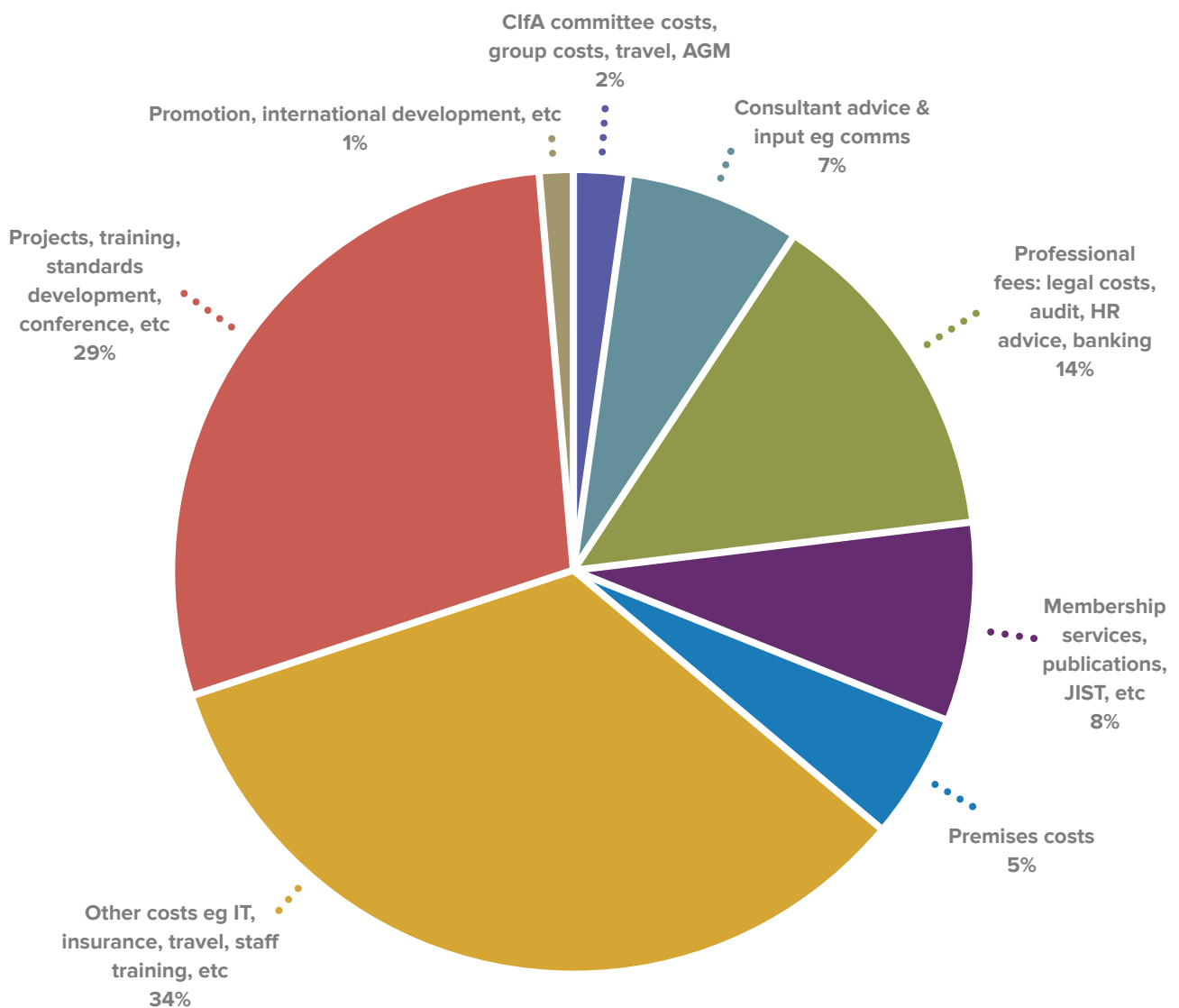
Consultation responses are available at <https://www.archaeologists.net/advocacy/consultations>

Accounts from 1 April 2023 to 31 March 2024

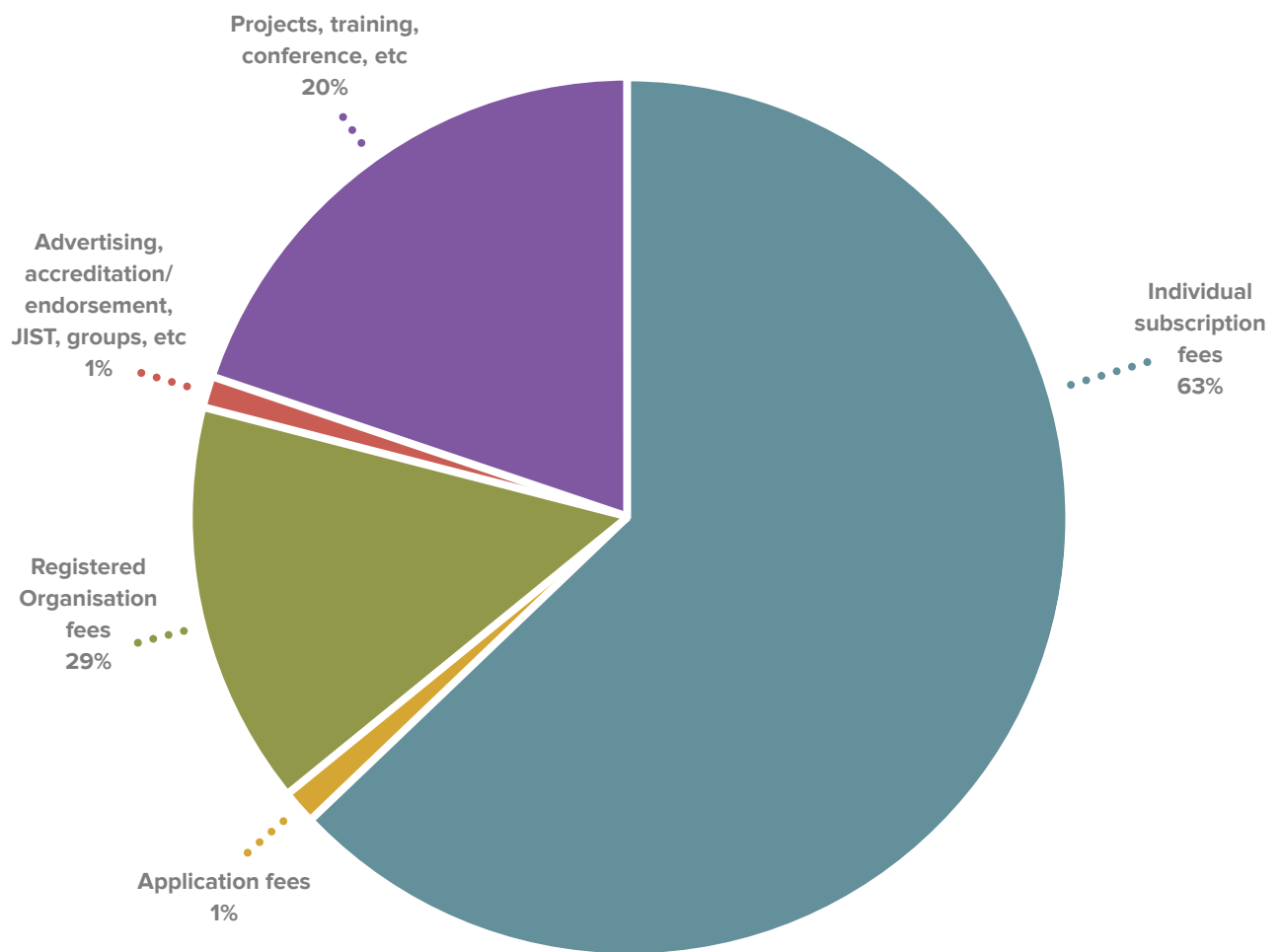
CIfA's accounts have been audited by Haines and Co Chartered Accountants. Under our Charter, the Institute is required to provide details of its income and expenditure to members for consideration at the AGM. Although not specified in the Charter, the Board has agreed to have these prepared in accordance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



CIfA expenditure April 2023 to March 2024



CIfA income April 2023 to March 2024

Contact us at:

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 Tel: 0118 966 2841
www.archaeologists.net

***“ We want to make sure
there are many routes
into the profession,
and many avenues for
development within it. ”***

Pen Foreman, ClfA Chair

ClfA

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