

# Making ClfA’s application process for individual accreditation more accessible

Lianne Birney MClfA (7472), Chartered Institute for Archaeologists

**Last year we held a series of focus groups and one-to-one meetings with members and non-members, particularly those who are neurodivergent, to gather feedback on some of the unintentional barriers in the accreditation application process. As a result of the valuable feedback gathered, and with additional input from the Validation committee working group, we launched our updated guidance webpages in March 2025.**

The second phase of this work was completed in July 2025 and involved restructuring the application webpages. This has made it easier to navigate the information needed to apply. These updates are intended to make applying for accreditation simpler and more accessible for a wider range of applicants who want to apply for or upgrade their membership.

The Validation committee has already noticed an improvement in the quality of applications since undertaking this work and we will continue to gather feedback from applicants, making improvements as part of our regular review process.

Get in touch with Lianne or Ellen if you have any application queries (or if we have moved something you can no longer find!) and we will be happy to help: [membership@archaeologists.net](mailto:membership@archaeologists.net).



Quote from member

“ I followed the guidance given by ClfA, which proved invaluable, as well as advice provided by colleagues who have previously been through the application process themselves. ”

Practitioner (PCIfA)

You said	We did
Language and layout can be a barrier	Copy-editor/information designer reviewed the information and provided a suggested structure and layout for the competence matrix and webpages, which we have amended/updated.
Provide tools to help clarify what is needed/how to access help	New tools include pre-recorded presentations, statement examples, MClfA quality assurance reference guide, 'find your professional level' page, Membership team contact details.
Clarify how much to write and how long it might take to complete	Included in FAQs
Learning from other people’s experiences would be useful	Testimonies webpage renamed 'Member experiences' and member bios now included in the professional pathways bulletins.
Anxiety surrounding MClfA interview preparation	To support this, we have provided: sample interview questions, recorded presentation, STAR method and FAQs to help with interview preparation, and informal drop-ins for concerns/queries instead of a formal workshop.
Promotion of the MClfA interview experience would be useful	Member experiences are collected and published. Articles in the TA about the process (eg Dec 2024)

For more information: <https://www.archaeologists.net/join>; <https://www.archaeologists.net/join/accredited>

### Lianne Birney

Lianne is ClfA's Head of Membership. She manages the professional accreditation applications and engagement, supporting the overall governance of the Institute.