

INTRODUCTION

Our *Yearbook and directory* is a useful source of information for professional archaeologists, and those working in related disciplines, development, construction, town and country planning, environment and members of the public who wish to contact professional archaeologists. The following sections describe the role of archaeologists, and the measures undertaken by their professional institute to help ensure that they can be trusted as technically competent, ethically sound professionals working for the greater good.

WHAT IS THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS?

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

The objects of the Chartered Institute are

- to advance the practice of archaeology and allied disciplines;
- to define and maintain proper professional standards and ethics in training and education in archaeology, in the execution and supervision of work, and in the conservation of the archaeological heritage; and
- to disseminate information about archaeologists and their areas of interest

WHAT DO ARCHAEOLOGISTS DO?

Archaeologists study – and care for – the past through its physical remains. These remains whether built, buried, on land or underwater, extraordinary or every day, magnificent or mundane all contribute to our historic environment. The resources of the historic environment, like those of the natural environment, are for the benefit of everyone in society, today and in the future, and need to be treated with care and expertise. Archaeologists have a unique set of skills to tap into these resources – to find them, to explore them, to manage them and to realise their full potential for education and research, the improvement of our environment and the enrichment of people's lives.

HOW DO WE DELIVER OUR AIMS?

Working with our professional archaeologists, employers, universities and training providers, government, trade unions, clients, other sector partners and other professional bodies we deliver our aims through:

Training and development

we provide access to training, good practice advice and guidance, and support to strengthen entry routes into the profession

Networks

we provide an active community of professional archaeologists to support and shape our profession

Accreditation

we recognise and promote the skills and competence of professional archaeologists

Regulate the profession

our *Code of conduct* and Standards and guidance define good, ethical practice in archaeology. They provide the organisation, structures and mechanisms for self-regulation, allowing the profession to take responsibility for the assurance of the quality of our work, monitor it, and hold members to account

WHAT WE ACHIEVE

Improving professional archaeology through

- competence and knowledge
- recognition and respect
- career pathways and prospects
- diversity and skills
- ethical awareness
- value and public benefit

PROFESSIONAL ACCREDITATION

INDIVIDUAL ACCREDITATION

CIfA offers three categories of professional accreditation (Practitioner, Associate and Member) and two non-accredited grades (Student and Affiliate).

ACCREDITED GRADES

All professionally accredited archaeologists are required to abide by the institute's *Code of conduct* and undertake 50 hours of CPD over two years. They have been assessed on their technical competence and ethical suitability including professional skills relevant to their grade. Accredited members carry full voting rights.

■ PRACTITIONER (PCIfA)

Practitioner level of professional accreditation is open to those who have undertaken skilled tasks within the historic environment sector under the guidance of others, have carried out some complex work under a level of supervision, and perceives the context of their role. This is usually the grade to apply for if you are upgrading your membership from our non-accredited grades (Student or Affiliate) and are in the early stages of your career in the historic environment.

■ ASSOCIATE (ACIfA)

Associate level of professional accreditation is open to those who have carried out, delegated or brought to conclusion pieces of work within the historic environment sector, with some autonomy but without holding ultimate responsibility. You will have some complex examples of work which can be co-authored.

■ MEMBER (MCIfA)

Member level of professional accreditation is open to those with the highest level of responsibility within the historic

environment sector with sole responsibility to initiate, negotiate, carry out and/or delegate, and bring to conclusion pieces of work. Members oversee large, complex projects from beginning to end, or highly skilled, specialist work. You will have various examples of complex work that you are the sole author of.

Further information about professional accreditation and the competencies for each grade can be found at www.archaeologists.net/join/Individual. A full list of accredited archaeologists can be found on pages 40–102 in this yearbook.

■ HONOURARY MEMBER (HONMCIfA)

Awarded in recognition of the significant service which they have rendered to archaeology. No longer awarded.

NON-ACCREDITED GRADES

Our non-accredited grades are not assessed for technical competence or ethical suitability: members in these grades agree to support the institute's *Code of conduct* but are not accountable under it.

■ AFFILIATE

This grade is appropriate for those who have an active interest in archaeology or who are not yet eligible for accreditation.

■ STUDENT

This grade is open to those following a full- or part-time course in which archaeology and/or heritage management is studied in greater or equal weight than another subject, at undergraduate or post-graduate level. Those studying courses by distance learning, for HNDs or accredited Certificates may also apply. Student membership may be retained for up to 12 months after graduation.

REGISTERED ORGANISATIONS

CIfA's Registered Organisation scheme is a unique quality assurance scheme for the historic environment. It is a badge of commitment to professional standards and competence.

Registered Organisations have demonstrated the requisite skills to provide informed and reliable advice, execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost, and subscribe to codes of professional conduct and practice.

A list of Registered Organisations and further information are on pages 31–39 or on our website at www.archaeologists.net/find.

CODE OF CONDUCT

www.archaeologists.net/codes/cifa

The object of the institute's *Code of conduct* is to promote those standards of conduct and self-discipline required of a professional archaeologist in the interests of the public and in the pursuit of the study and care of the physical evidence of the human past.

The Code indicates the general standard of conduct to which members of the institute are expected to adhere and is

supported by a range of *Standard and guidance* documents (see page 107 for a list of *Standards and guidance*).

The Standards are only a few lines long, and deliberately lack detail. In part this is because it is impossible to foresee every circumstance and prescribe for each an investigative method. Nor does the institute seek to dictate to its members in detail the means by which projects are conducted, but to outline procedure by which outcomes or products can be attained and against which performance can be monitored. The historic environment expert is left free to make a considered selection of appropriate established techniques and to develop new methods.

If the project has failed to meet the outcome specified in the Standard because of the way in which it was conducted, the Standard has not been met. It is a 'sub-standard' project. The caveat is in the expression in the Standard 'as far as is reasonably possible', because there may be good reason why a well-conducted project stood no chance of success.

Defining 'reasonably possible' relies on shared professional judgement and values. This is where the Guidance section comes in: it is not binding but advises on what the professional presently considers good practice. Departures from the guidance should be undertaken with caution, and it is advisable to document the reasons.

The standard defines a required outcome and the guidance advises in broad terms how the profession currently anticipates that the end product will be reached. Professional practitioners are likely to produce their own more detailed handbooks and procedures documents on how they interpret and implement CIfA guidance.

CIfA *Standard and guidance* have many potential applications, but are principally used by:

- those involved in commissioning archaeological work, be they developers and their agents, planning archaeologists, or archaeologist designing their independent research, to define the quality required
- those undertaking the work, to assist in their own quality management and to show clients and peers that they are attaining a certain quality.

The *Standard and guidance* apply equally to paid or unpaid archaeologists. For professional archaeologists and Registered Organisations compliance with the *Code of conduct* and Standard is an obligation of accreditation/Registration: failing which the institute may judge them guilty of professional misconduct and may offer advice and support for their necessary professional development, or may reprimand, suspend or expel them.

MAINTAINING STANDARDS IN PRACTICE AND PROFESSIONAL ETHICS

Professionally accredited archaeologists (PCIfA, ACIfA and MCIfA) and Registered Organisations have agreed to be bound by an ethical code, have demonstrated necessary technical and ethical competence, and are subject to the oversight of peers.

GENERAL INFORMATION

Our professional conduct process and its sanctions provide that oversight, underpinning an institute's primary function of public and consumer protection, ensuring that clients and society in general receive the best possible service from the profession. In fulfilling this role, the institute also protects the reputation of the remainder of its membership.

It is not just public or clients who may raise allegations. It is important that individuals and/or organisations can raise their concerns with ClfA if they believe professional archaeologists and/or Registered Organisations have failed to comply with the *Code of conduct*. Allegations may also refer to other relevant by-laws, regulations, standard and guidance or policy statements.

Allegations are dealt with in accordance with the Regulations for professional conduct.

GOVERNANCE

The institute is a democratic organisation and is governed by its Royal Charter and by-laws. The Board of Directors is responsible for managing the affairs of ClfA in accordance with the Charter, by-law and regulations, with the day to day running of ClfA carried out by the staff. The Advisory Council represents the interests of the membership and offers thoughtful and detailed advice to the Board of Directors on policy, strategy and potentially controversial decisions.

Elected positions are for a three-year period with the option of standing for a further three-year term. Nominated representatives from Groups are for a one-year period. The Advisory Council usually meets three times a year and will invite members of the Board of Directors to attend.

A current list of ClfA Board and Advisory Council members can be found on our website at www.archaeologists.net/organisation/council.

STANDING COMMITTEES

The Board of Directors delegates some of the processes set in the regulations to its standing committees. At present these are:

REGISTRATIONS COMMITTEE (ORGANISATIONS)

This committee manages ClfA's Register of Organisations, including considering new applications, annual registration (including monitoring inspections) and promotion of the Registered Organisation scheme to both archaeologists and non-archaeologists.

VALIDATION COMMITTEE

This committee assess applications for accreditation and advises the Board of Directors concerning the development of the Validation processes and procedures

CONFERENCES AND EVENTS

The ClfA Annual Conference has become established as the premier professional archaeological conference in the UK. With its combination of keynote addresses, wide-ranging sessions, CPD workshops, displays, poster sessions and other events, it is a vital forum for discussing topical professional issues, as well as providing updates on current research.

You can find details about the conference themes and programmes at www.archaeologists.net/conference.

We also run CPD and networking events throughout the year, organised with our Groups and endorsed providers. You can find out more by visiting our webpages at www.archaeologists.net/development/training or by subscribing to our weekly Jobs Information Service and Training list (JIST) www.archaeologists.net/jist.

Members of the institute benefit from reduced rates at ClfA conference and events and can receive the weekly JIST bulletin free of charge.

CIFA FORENSIC ARCHAEOLOGY EXPERT PANEL

The ClfA Forensic Archaeology Expert Panel (FAEP) provides an operative working group of forensic archaeologists practicing as expert witnesses. The group has a closed membership due to the confidential nature of the material discussed in meetings.

The Forensic Archaeology Expert Panel provides a mechanism for regulating the work of those forensic archaeologists acting or seeking to act as expert witnesses. In addition, the panel considers issues arising in the course of such work and will liaise with government, the Forensic Science Regulator and any other relevant bodies or individuals.

Membership of the Expert Panel is open to all practicing forensic archaeologists who are accredited by ClfA at Member level (MCfA) and who demonstrate competence against ClfA's forensic archaeology competency matrix. Membership of the expert panel is recognised by the Home Office Forensic Science Regulator and a list of panel members is distributed to police forces via the National Crime Agency.

For more details about membership and the list of expert panel members, please go to www.archaeologists.net/groups/forensic/faep

AREA AND SPECIAL INTEREST GROUPS

CIfA has five Area and 16 Special Interest Groups, bringing together professionals with specific historic environment interests in either a geographic area, or a subject area and are an integral part of the institute's work.

Membership of all groups is free to CIfA members, while non-members pay a small annual subscription. You will receive information from the groups via ebulletins or newsletters and discounts on training and CPD events.

The groups also represent specialist views to Advisory Council through their Group Rep and advise council and/or the board on issues which have a specific relevance to their geographical/subject area.

CIfA members are encouraged to stand for election to a group's committee. Volunteering for CIfA helps you to make the most of your membership. It can provide several benefits, including opportunities to network and engage with other professionals, develop your knowledge and skills, shape your profession and demonstrate your commitment to professional archaeology.

Area Groups include:

- Australia
- Cymru/Wales
- Deutschland
- London
- Scottish

Special Interest Groups include:

- Archaeological Archives
- Buildings Archaeology
- Diggers' Forum
- Equality and Diversity
- Finds
- Forensic Archaeology
- Geophysics
- Graphics Archaeology
- Human Osteoarchaeology
- Information Management
- International Practice
- Marine Archaeology
- New Generation
- Project Management
- Research and Impact
- Voluntary and Community

Further information about the aims and activities of each group can be found at www.archaeologists.net/groups.





ClfA Approved Training & CPD is our brand name for training and CPD approved by us (www.archaeologists.net/approvedcpd). It is a quality mark as any training or CPD or other learning opportunity carrying the 'ClfA Approved Training & CPD' logo will have been assessed against a set of learning criteria, with clearly identified learning outcomes linked to National Occupational Standards. ClfA approval means that the training course or CPD event has been assessed as providing appropriate and industry relevant skills to an appropriate professional standard. ClfA recognises the value of structured on-the-job learning in all aspects of archaeology and, as well as CPD courses and workshops, we also approve field schools and employer training schemes.

ClfA approved employer training schemes are accepted by the Construction Skills Certification Scheme (CSCS) and trainees on them are eligible to apply for the CSCS Trainee level card on successful completion of the CITB Operatives level 'Health, safety and environment' test. ClfA Registered Organisations offering approved employer training schemes can be found here www.archaeologists.net/Gettingstarted.

ClfA has produced a professional practice toolkit on career entry training for Registered Organisations (ROs) and others who employ archaeologists. It includes a set of definitions to aid understanding, ideas for developing training and professional development plans for evaluating success, together with a list of resources. Our training toolkit can support early career development for archaeologists in your Registered Organisation or other business. There are more details at www.archaeologists.net/careers/info-for-training-providers.

If you would like further information, please contact approvedcpd@archaeologist.net or go to the Careers page on our website at www.archaeologists.net/careers.

An **NVQ Level 3 Certificate in Archaeological Practice** is available through ClfA to everyone working in archaeology, on a paid or a voluntary basis, or anyone seeking to develop a career in archaeology who can gather appropriate evidence. It helps to demonstrate their skills, competencies and experience which will be of benefit when applying for jobs, promotion or ClfA accredited membership at Practitioner grade.



Choosing an **accredited undergraduate or postgraduate degree** is a well-established career entry route in many sectors including engineering, planning and architecture, and is widely recognised as the first step on a career pathway leading to professional status, normally provided by the lead professional body within the discipline. ClfA and University Archaeology UK (UAK) have recently begun a joint venture to accredit degrees in the UK. For more information go to www.archaeologists.net/Accredited_Degrees.

For more information about NVQs or accredited degrees please contact anna.welch@archaeologists.net.

For up-to-date information on all our approved training schemes, field schools, courses and workshops please see www.archaeologists.net/Gettingstarted.

Students on the accredited degree programme (Photo: © University of Central Lancashire)



CIFA BOARD OF DIRECTORS

The Board of Directors has up to 12 members which include the Honorary Chair, Honorary Treasurer, six further elected members, the Chief Executive, a staff member, and the option for two further members to bring in relevant expertise. Elections are for a three-year period with the option of standing for a further three-year term. The Board of Directors usually meets six times per year, and in addition Board members will be invited to attend meetings of the Advisory Council.

THE CURRENT BOARD MEMBERS ARE

Stephen Carter (Chair)	Melanie Johnson
Dave Bolton (Treasurer)	Alex Llewellyn
Paul Belford	Esther Robinson Wild
Ann Bevitt (Lay Director)	Deborah Seddon (Lay Director)
Peta Glew	Dan Slatcher
Peter Hinton	Paul Sperry

ADVISORY COUNCIL

The Advisory Council has up to 40 members, 20 of which are elected by the membership and up to 20 filled by representatives from each individual special interest or area group.

Elected positions are for a three-year period with the option of standing for a further three-year term. Nominated representatives from Groups are for a one-year period. The Advisory Council usually meets twice a year (timings of these are to be decided) and will invite members of the Board of Directors to attend.

THE CURRENT ADVISORY COUNCIL MEMBERS ARE

Elected representatives

Andy Holland (Chair)
 Cat Gibbs (Vice Chair)
 Mark Anderson
 Jim Brightman
 Chris Clarke
 Alex Farnell
 Kayt Hawkins
 Elspeth Iliff
 Hannah Kennedy
 Kevin Mooney
 Matt Parker Wooding
 Helen Parslow
 Sam Paul
 Stuart Prior
 Neil Redfern
 Roger Thomas
 Steve Trow
 Gemma Ward
 Sadie Watson

Group representatives

Charlotte Adcock (Buildings)
 Steve Baker (Archives)
 Peter Clark (International Practice)
 Sharon Clough (Human Osteoarchaeology)
 Hannah Cobb (Equality and Diversity)
 Judith Doyle (Wales/Cymru)
 Gary Duckers (Information Management)
 Sam Fox (Scottish Group)
 Otis Gilbert (New Generation)
 Karl Harrison (Forensic)
 Rowena Hart (Finds Group)
 Andy Howard (Research and Impact)
 Daniel Jackson (Project Management)
 Dan Miles (Voluntary and Community)
 Aisling Nash (Graphics)
 Lucy Parker (Geophysics)
 Christina Reade (London)
 Ben Saunders (Diggers' Forum)
 Michaela Schauer (Deutschland)
 Danielle Wilkinson (Marine)



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CHIEF EXECUTIVE



Peter Hinton BA FRSA FSA FSA Scot FIAM MCIfA
Email peter.hinton@archaeologists.net
Peter ensures that ClfA evaluates and delivers its strategic plan (www.archaeologists.net/mission) and drives the institute's policy on advocacy and influence. As Chief Executive, Peter is responsible for ensuring the institute actively monitors its work. Peter is a member of the institute's board of directors.

Contact Peter about strategy, policies, partnering and performance.

HEAD OF GOVERNANCE AND FINANCE



Alex Llewellyn BSc MCIfA
Email alex.llewellyn@archaeologists.net
Alex assists the Chief Executive in implementing the strategic plan through the development and oversight of the annual business plan and the effective management of ClfA resources. She advises on and manages the effective governance of ClfA in order to meet

legal, constitutional and organisational requirements. Alex is a member of the institute's board of directors.

Contact Alex about matters relating to ClfA governance, business development and accounts, and professional conduct procedures

HEAD OF PROFESSIONAL DEVELOPMENT AND PRACTICE



Kate Geary BA MCIfA
Email kate.geary@archaeologists.net
Kate is responsible for the development of professional standards and good practice guidance for historic environment professionals and for managing professional development initiatives, ensuring that ClfA members have access to appropriate standards,

guidance and training to maximise quality and public benefit. Contact Kate about professional development, standards and professional practice.

SENIOR MEMBERSHIP SERVICES COORDINATOR



Lianne Birney BA MCIfA
Email lianne.birney@archaeologists.net
Lianne is responsible for managing ClfA's validation process, including the validation committee and helping new and upgrading members through the validation process. She supports ClfA's area and special interest groups and works with ClfA's management team to

deliver the institute's strategy and core functions. Contact Lianne if you have a query about your accredited application or to contribute to the members section of ClfA's magazine.

SENIOR MEMBERSHIP SERVICES COORDINATOR



Kerry Wiggins BA MA ACIfA
Email kerry.wiggins@archaeologists.net
Kerry is involved in the support, development and maintenance of the ClfA Registered Organisations scheme. She is responsible for supporting, helping and advising new applicants and coordinating the ongoing process of inspection in order to review

compliance of existing organisations.

Contact Kerry if you have a query about joining the Registered Organisation scheme, to check progress on your organisational application or to contribute to the RO section of ClfA's magazine.

SENIOR PROFESSIONAL STANDARDS AND PRACTICE COORDINATOR



Jen Parker Wooding BSc MSc PhD MCIfA
Email jen.parkerwooding@archaeologists.net
Jen is responsible for the management, implementation and communication of ClfA's professional standards and practice initiatives. She is also responsible for researching, documenting and promoting good practice in archaeology.

Contact Jen if you have a query about standards and professional practice or if you have suggestions for developing good practice guidance.

SENIOR PROFESSIONAL DEVELOPMENT AND PRACTICE COORDINATOR (SCOTLAND)



Cara Jones BA ACIfA
Email cara.jones@archaeologists.net
Cara joined ClfA in 2017 to lead a review on skill gaps and losses in Scottish Archaeology. Cara is currently leading on the development of new training and skills development initiatives for Scottish Heritage Sector, in support of Aim 5 (Innovation and

Skills) of Scotland's Archaeology Strategy. Contact Cara about ClfA's activities in Scotland

SENIOR ADVOCACY COORDINATOR

Rob Lennox PhD BSC MA MCIPR ACIfA
Email rob.lennox@archaeologists.net
 Rob advises on the development and communication of ClfA's policy positions, drawing on the expertise of ClfA members in conducting the institute's advocacy activities with government and with other organisations within and beyond the historic environment sector.

Contact Rob about ClfA advocacy activities.

PROFESSIONAL DEVELOPMENT AND PRACTICE COORDINATOR

Anna Welch BA MA ACIfA
Email anna.welch@archaeologists.net
 Anna is responsible for the implementation and communication of the institute's training and professional development initiatives including ClfA approved CPD and training, apprenticeships, accredited degrees and supports ClfA's NVQ candidates.

Contact Anna if you have a query about careers and training in archaeology.

MEMBER ENGAGEMENT COORDINATOR

Megan Keates BA
Email Megan.Keates@archaeologists.net
 Megan focuses on developing and implementing effective engagement strategies, particularly through ClfA's area and special interest groups. She is also looking at developing ClfA's volunteering opportunities to provide members with more opportunity

for continuing professional development and improve communication about the work the institute carries out for the profession and general public.

Contact Megan if you have a query about membership engagement strategies, area and special interest groups or volunteering opportunities.

OFFICE AND SUBSCRIPTIONS COORDINATOR

Laura Beasley
Email laura.beasley@archaeologists.net
 Laura is responsible for dealing with administration tasks in the day-to-day running of the institute, and to coordinate the annual cycle of subscriptions – including sending subscription renewals, reminders and processing payments. Laura also

works with ClfA's Senior Membership Services Coordinators dealing with member enquiries and helping deliver ClfA's core functions.

Contact Laura for subscription payment queries.

EVENTS MANAGER

Elizabeth Durst BFA MSc
Email elizabeth.durst@archaeologists.net
 Elizabeth is responsible for the development, organisation, and marketing of the institute's programme of internal and external events; she also works with senior staff to develop and improve procedures.

Contact Elizabeth for any events-related queries.

FINANCE AND ADMINISTRATIVE ASSISTANT

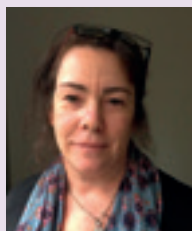
Jane Tucker
Email jane.tucker@archaeologists.net
 Jane is ClfA's Finance and Administrative Assistant, working with the Head of Governance and Finance. She is responsible for processing income and expenditure, raising invoices and dealing with other general financial matters.

Contact Jane for invoice queries and expenses claims.

SENIOR ADMINISTRATIVE ASSISTANT

Ed Ardill
Email edward.ardill@archaeologists.net
 Ed carries out various administrative duties to ensure the smooth running of the office and supports the Senior Membership Services Coordinators with applications and inspections administration. He also deals with ClfA's regular e-bulletins and news updates on the ClfA website.

Contact Ed for general admin queries or with articles to include in e-bulletins.

EXECUTIVE ASSISTANT

Anna Pardoe
Email anna.pardoe@archaeologists.net
 Anna manages the emails and diary for Peter Hinton, Chief Executive, and is the first point of contact for his availability queries. Anna works part time, on Tuesdays and Wednesdays, but also checks Peter's emails at other times.
Contact Anna about Peter's availability

JIST BULLETIN COMPILER

Lynne Bevan BA MPhil PhD MCIfA
Email jis@archaeologists.net
 Lynne works for ClfA part-time compiling and updating ClfA's weekly Jobs Information Service and Training bulletin (JIST), ensuring ClfA's online adverts are up to date and checking that all adverts comply with ClfA policy and salary minima.

Contact Lynne about placing an advert in the ClfA JIST bulletin.