



**Certificate**

**in**

**Local**

**Council**

**Administration**

**2021**

**INFORMATION BOOKLET**

Surrey and Sussex Trainers and Mentors:

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## **What is Certificate in Local Council Administration?**

The Certificate in Local Council Administration (CiLCA) is a nationally recognised qualification that provides local council officers with a broad knowledge of all the aspects of a clerk's work: roles and responsibilities; the law; procedures; finance; and community involvement. It is a level 3 foundation qualification, similar to an AS/A Level or Level 3 National Vocational Qualification, and it is intended for local council officers and others working with local councils.

*CiLCA will give you the tools to:*

- Make confident, informative decisions for your council and your community
- Advise the council on its duties and powers
- Adapt to and manage changing circumstances
- Ensure your council is compliant with proper financial practices
- Set a vision for the future for your council and your community
- Respond to questions and problems with a dynamic, 'can-do' attitude
- Advise and support the council as it identifies and implements plans for the future<sup>1</sup>

CiLCA is based on 22 occupational standards<sup>2</sup> which have been broken into five themes:

**1. The core role:** Standards 1 to 5 relate to the general knowledge, activities and skills required to form the foundation of the qualification and the basis on which the remaining standards depend.

**2. Law and procedures:** Standards 6 to 9 relate to the legal and procedural framework underpinning the council's statutory role.

**3. Finance:** Standards 10 and 11 refer to the financial management of the council. The standards apply to the clerk, whether or not that person is also the Responsible Financial Officer (RFO).

**4. Management:** Standards 12 to 15 refer to the management of projects, services, assets, facilities and people enabling the council to fulfil its role whatever that may be.

**5. Community:** Standards 16 to 22 relate to the council's role in the community including town and country planning, community engagement, community planning and partnership working.

These five themes form the five units of the CiLCA portfolio which are further broken down in to 30 learning outcomes (LOs) (pieces of work) that a student must successfully complete and submit for marking via EMMA<sup>3</sup> unit by unit.

## **Why should I consider studying CiLCA?**

CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is essential for a council to use the General Power of Competence (GPC) which gives increased powers bestowed by Government. Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC.

CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognised qualification.

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<sup>1</sup> Society of Local Council Clerks (SLCC) website CiLCA guidance - <https://www.slcc.co.uk/qualification/cilca/>

<sup>2</sup> "Occupational standards describe what a person needs to do, know and understand in their job in order to carry out their role in a consistent and competent way" (UK Standards 2009).

<sup>3</sup> SLCC's online e-portfolio tool which allows you to create and submit your portfolio of evidence for the qualification online.

The portfolio required to achieve the CiLCA qualification builds on foundations that may already be in place as part of the day-to-day work in the council office. So, whilst completing CiLCA can seem daunting at first, the Surrey and Sussex CiLCA training & support programme gives practical advice for students to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

## **Surrey and Sussex Training & Mentoring Programme**

### *Introductory Session:*

Before embarking on CiLCA, we recommend that you attend an introduction session. Students will be required to complete a Training Needs Assessment prior to attending. This session gives interested and potential students an opportunity to learn fully about the course before enrolling further.

### *Training:*

Following the introduction session and once enrolled in the Surrey and Sussex CiLCA Programme, students will be expected to attend three, four hour face-to-face training days when guidance will be given on completing your portfolio. This includes useful information and case studies, along with activities and group discussions to help support students through their CiLCA journey.

The training sessions will be delivered over a three month period with an expectation that students will work through their learning outcomes at their own pace between each training session. There will be an opportunity to discuss draft work or queries to support students in finalising learning outcomes for submission at each training session.

Please note that training and mentoring programme is not (currently) compulsory, however it is strongly advised by SLCC and the awarding body, Ascentis. There are other training bodies nationally who also provide training on the CiLCA.

If you enrol in the Surrey and Sussex Training Programme, to ensure that you are supported whilst doing the training, you will be asked to complete a Learning Agreement setting out the expectation of the trainer, student and employer. A copy will be issued by the trainers for you to complete and bring with you to your training session.

### *Mentoring:*

The Surrey and Sussex CiLCA Programme includes one-to-one support for six months from the first training session. Mentors are available to answer questions, sign post information and provide support to students.

## **Trainers and Mentors**

In some counties there are separate CiLCA trainers and mentors, in Surrey and Sussex's case the trainers and mentors are the same –

**Pauline Whitehead BA (Hons) FSLCC** – Parish Clerk & RFO to North Horsham Parish Council, has CiLCA, and a BA (Hons) Community Engagement and Governance.

**Sue Hobbs BA (Hons) FSLCC** – has CiLCA and a BA (Hons) in Community Engagement and Governance.

Both operate using a shared email account: [cilca4surrey.sussex@gmail.com](mailto:cilca4surrey.sussex@gmail.com)

## **Costs**

There are three costs involved which are detailed below –

**Introductory Session (paid to Mulberry and Co) - £30<sup>4</sup>**

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<sup>4</sup> This fee will only be charged to attendees that **do not** enrol on the Surrey and Sussex CiLCA Programme.

**Surrey and Sussex Training Programme (paid to Mulberry and Co) - £365<sup>5</sup>**

**CiLCA Registration Fee (paid to SLCC) - £410**

We are unable to advise on how CiLCA costs are recovered, for example whether the student or employer covers costs. However, it is advisable that each party negotiates to agree on a suitable arrangement. It is also a matter between the candidate and their Council as to whether they are expected to study CiLCA in their own time or whether study leave can be negotiated.

<b><u>2021 Surrey and Sussex Programme Dates</u></b>	
The introduction session will be 2.5 hours starting at 9.30am. All other sessions will run from 9.30am to 1.30pm online.	
May 11 <sup>th</sup> 2021	Introduction Session
May 25 <sup>th</sup> 2021	First training session
1 <sup>st</sup> June 2021	Application to SLCC
June 22 <sup>nd</sup> 2021	Second training session
July 27 <sup>th</sup> 2021	Final Training session

**To book your place, please contact Pauline Whitehead at [cilca4surrey.sussex@gmail.com](mailto:cilca4surrey.sussex@gmail.com)**

*Please note that this is an information booklet highlighting main parts of the CiLCA and the training and mentoring offered in Surrey and Sussex - full details of the CiLCA can be found in the CiLCA Portfolio Guide and other qualifications available to local council officers here - <https://www.slcc.co.uk/qualifications/>*



<sup>5</sup> This fee covers all training sessions and the mentoring from both professional trainers/mentors.