



**Certificate in
Local
Council
Administration**

2025

INFORMATION BOOKLET

Surrey, East & West Sussex

Recognised Trainers and Mentors

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What is the Certificate in Local Council Administration?

The Society of Local Council Clerks (SLCC) 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 (NVQ) and is intended for local council officers and others working with local councils. CiLCA will give candidates the tools to:

- **Make confident, informed decisions for the council and the community**
- **Advise the council on its statutory duties and legal powers**
- **Adapt to and manage changing circumstances**
- **Ensure your council is compliant with proper financial practices**
- **Set a vision for the future for the council and the 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.**

CiLCA is based on twenty-two occupational standards¹ which have been divided into five units:

- 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.

The five units of the CiLCA portfolio are further broken down into thirty learning outcomes (LOs) or sections, that a student must successfully complete and submit for marking via EMMA,² unit by unit.

Why consider studying CiLCA?

CiLCA is highly valuable, not only for a Clerk's professional development but for a local council and the community. This nationally recognised qualification is essential for a council to use the General Power of Competence (GPC), which gives increased legal powers bestowed by the Government. Councils with the GPC no longer need to worry that they are acting beyond their legal 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" provided they do not break other laws. It is the 'power of the first resort', which means that when searching for a legal power to act, the first question to ask is whether the GPC can be used. CiLCA not only provides the council with greater legal powers, but it also provides a practical way for the Clerk to gain more confidence through a recognised qualification.

¹ "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)

² SLCC's online e-portfolio tool - please see the Society of Local Council Clerks (SLCC) website for CiLCA guidance: <https://www.slcc.co.uk/qualification/cilca/>

CiLCA can also help a local council to apply for the Local Council Award Scheme (LCAS), which demonstrates a council's commitment to achieving high standards of service to its community. For more information, please contact your Association of Local Councils (ALC).

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 may seem daunting at first, the Surrey, east & west Sussex CiLCA programme gives practical advice for candidates to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

Surrey, East & West Sussex CiLCA Programme

Introductory Session

Before embarking on CiLCA, it is recommended that candidates attend an introduction session. Candidates will be required to complete a Training Needs Assessment prior to attending. This session gives interested and potential candidates an opportunity to learn fully about the course, before enrolling further.

Training

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

The training sessions are delivered over a three-month period with an expectation that candidates 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 candidates in finalising Learning Outcomes for submission at each training session.

Please note that a training and mentoring programme provided by a Recognised CiLCA Trainer¹ is not currently compulsory, however it is strongly advised by SLCC and Ascentis, the qualification awarding body. There are other training bodies nationally which also provide CiLCA training, however care should be taken that this training is provided by a Recognised CiLCA Trainer.

If you enrol in the Surrey, east & west Sussex CiLCA Programme, this ensures that you are supported whilst undertaking training. You will be asked to complete a Learning Agreement, setting out the expectations of the Recognised Trainer, candidate and employer. A copy will be issued by the Recognised Trainer for you to complete and bring with you to your training session.

The Surrey, east & west Sussex CiLCA Programme includes one-to-one support for six months from the first training session.

¹ A Recognised CiLCA Trainer is one who has undertaken CiLCA or a higher sector-specific qualification from the University of Gloucestershire or De Monfort University, has a recognised teaching qualification/undertaken a generic Train the Trainer course and attended the Recognised CiLCA Trainer course provided by the Society of Local Council Clerks (SLCC). All Recognised CiLCA Trainers are subject to an annual peer review and must have an annual Service Level Agreement (SLA) in place with an Association of Local Councils (ALC).

Mentoring

In some counties there are separate CiLCA Recognised Trainers and Mentors. Mentors are available to answer questions, signpost information and provide support to candidates. In Surrey, east and west Sussex, the Recognised Trainers and Mentors are the same people.

Sue Hobbs BA (Hons) FSLCC has CiLCA and a first-class BA (Hons) degree in Community Engagement and Governance.

Samantha Heynes FdA FSLCC and **Celia Price FdA FSLCC** both have CiLCA and Foundation degrees in Community Engagement and Governance.

Costs

There are three costs involved:

- **Introductory Session - £30.00²**
- **Surrey, east and west Sussex CiLCA Training Programme - £365.00⁵**
- **CiLCA Registration Fee (paid to SLCC to access the EMMA online platform to submit Learning Outcomes) - £450.00**

Advice on how CiLCA costs are recovered cannot be provided, but candidates should consider whether they or their employer pay these costs. 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.

Surrey, east & west Sussex CiLCA Online Programme Dates 2025 (these may be subject to change). <u>Please be aware the September 2025 course will only be available to candidates who have registered with SLCC to access the EMMA platform with effect from 1 August 2025.</u>				
Introduction Session	21 January 2025	29 April 2025	2 September 2025	2 hours 9.30am – 11.30am
First training session (LOs 1 – 10)	11 February 2025	13 May 2025	30 September 2025	4 hours 9.30am – 1.30pm
Second training session (LOs 11 – 20)	11 March 2025	10 June 2025	21 October 2025	4 hours 9.30am – 1.30pm
Final Training session (LOs 21 – 30)	22 April 2025	1 July 2025	11 November 2025	4 hours 9.30am – 1.30pm

² This fee will only be charged to attendees who **do not** enrol on the Surrey, East & West Sussex CiLCA Programme ⁵
This fee covers all training sessions and mentoring from the Recognised Trainer

To book a place, please contact Sue Hobbs at cilca4surrey.sussex@gmail.com

Important Information

CiLCA 2026 is coming!

Applicants registering with SLCC to access the EMMA platform can undertake CiLCA 2021, if they register before 1 August 2025. These applicants must complete and pass CiLCA 2021 by 31 December 2026. No further CiLCA registrations with SLCC will be accepted until CiLCA 2026 commences on 1 February 2026.

Please note that this is an information booklet highlighting main parts of the CiLCA and the training and mentoring offered in Surrey, east and west Sussex. Full details of the CiLCA qualification can be found in the current Portfolio Guide, available at www.slcc.co.uk/qualifications

Your Learning Pathway

1. ILCA

2. CiLCA

3. COMMUNITY GOVERNANCE

