



Certificate in Local Council Administration

Training Information Leaflet for Sussex Councils

2026

Celia Price FSLCC, FdA (Comm Gov)

Recognised Trainer No: 214090

Samantha Heynes FSLCC, FdA (Comm Gov)

Recognised Trainer Number: 214089

What is CiLCA?

CiLCA is a nationally recognised Level 3 qualification for officers working with parish, town, community or neighbourhood councils.

It provides the tools to:

- Make confident, informed decisions
- Advise on statutory duties and legal powers
- Ensure legal compliance
- Set a vision for your council's future
- Respond to challenges with clarity and professionalism.

It's not just a qualification, it's a confidence boost, a career milestone and an opportunity to make new friends and colleagues.

What You'll Learn

Through 5 structured units you will gain:

A working knowledge of council law, procedures and governance,

Confidence in community engagement and partnership working,

Practical experience applying knowledge to real council documents and

The ability to write clearly, concisely and professionally.

How the Training works

All sessions are delivered on-line. You will join a small cohort of fellow learners and will have opportunities to share ideas, ask questions and build supportive peer connections.

There is a total of seven sessions. An introduction, five unit-based sessions and a 'mop-up'.

Each session will last between 1.5 hours and 3.5 hours depending on the content of the session giving you a total of 15.5 hours formal training. In addition, your trainer will give you one-to-one feedback on your draft work providing a minimum of 20hours support in total.

Training is designed to help you stay motivated and on track with regular sessions and communication to help keep the momentum going.

How long will it take?

It is **estimated** that it will take 200 hours to complete the CiLCA portfolio and you **must** complete the portfolio within 12 months (more about this at the introductory session).

Cost

Training programme	£450
CiLCA registration	£495
TOTAL	£945

Introductory Session (refundable if full training programme undertaken - £25)

There will be 3 cohorts for Sussex Councils in 2026.

Each cohort will have 7 on-line sessions as follows:

Introduction – Understanding the portfolio, learning needs assessment and introduction to Brightspace (learning platform).

Unit 1 – Core Roles in Local Council Administration.

Unit 2 – Law and Procedures for Local Councils.

Unit 3 – Finance for Local Councils.

Unit 4 – Management for Local Councils.

Unit 5 – Community Engagement.

‘Mop-Up’ – Learner-led session to go over anything that requires further clarification.

February 2026 Cohort Tuesdays		
Introduction	6 th January	10am – 11:30am
Unit 1	3 rd February	10am – 12noon
Unit 2	3 rd March	10am – 12:30
Unit 3	14 th April	10am – 1:30pm
Unit 4	19 th May	10am – 11:30am
Unit 5	16 th June	10am – 12:30
‘Mop-Up’	14 th July	10am – 11:30am

MAY 2026 Cohort Wednesdays		
Introduction	6 th May	10am – 11:30am
Unit 1	10 th June	10am – 12noon
Unit 2	8 th July	9:30am – 12noon
Unit 3	9 th Sept	9:30am – 1pm
Unit 4	7 th October	10am – 11:30am
Unit 5	4 th November	9:30m – 12noon
‘Mop-Up’	9 th December	10am – 11:30am

September 2026 Cohort Thursdays		
Introduction	3 rd Sept.	10am – 11:30am
Unit 1	8 th October	10am – 12noon
Unit 2	5 th November	10am – 12:30
Unit 3	10 th December	10am – 1:30pm
Unit 4	14 th Jan ‘27	10am – 11:30am
Unit 5	11 th Feb ‘27	10am – 12:30
‘Mop-Up’	11 th March ‘27	10am – 11:30am

Celia Price will lead the February and September Cohorts.

Sam Heynes will lead the May Cohort

Your Trainers

Celia Price is an experienced Clerk and enthusiastic trainer with a degree in Community Governance. She brings sector expertise, structured teaching, and genuine encouragement to her learners, creating a supportive environment that builds confidence and clarity. With a real desire to help you succeed, Celia makes CiLCA learning practical and motivating, guiding you step by step towards achieving your qualification.



Celia Price FSLCC FdA (Comm Gov)
Recognised CiLCA Trainer Number: 241090

Sam Heynes has been a Clerk for over 10 years working across small, mid-sized and large Parish and Town Councils. This experience provides a broad understanding of the sector and how to apply it effectively to CiLCA learning. Having recently completed the Community Governance Level 6 degree, Sam is now keen to support Clerks who are new to the sector, as well as those looking to develop their careers further, in the successful completion of CiLCA.



Sam Heynes FSLCC FdA (Comm Gov)
Recognised CiLCA Trainer Number: 241089

CiLCA is designed to be accessible to all. You will be supported every step of the way with clear guidance and a trainer who genuinely wants you to succeed.

CiLCA isn't just about ticking boxes, it's about becoming a confident, capable clerk, with practical resources and supportive learning environment you'll be guided every step of the way.

To book your
place
or
ask any
questions

Please contact

Celia Price
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February and September Cohorts

Or

Sam Heynes
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May Cohort