

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION



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

What is CiLCA?

CiLCA gives you the knowledge, practical skills and confidence to support your council effectively and professionally.

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

More than a qualification

CiLCA is a confidence boost, a career milestone and an opportunity to connect with other Clerks working across the south-east and beyond.

Celia Price FSLCC, BA (Hons)
Recognised CiLCA Trainer No. 214090

Sam Heynes FSLCC, BA (Hons)
Recognised CiLCA Trainer No. 214089

THE LEARNING

Five units. Real-world knowledge. Practical support.

Core Roles in Local Council Administration

Understand the role of the Clerk, the council and its councillors.

Law & Procedures for Local Councils

Develop practical knowledge of legislation, legal powers, meetings and decision-making.

Finance for Local Councils

Understand the financial responsibilities and procedures that underpin effective local council administration.

Management for Local Councils

Explore effective management, leadership and organisational practice.

Community Engagement

Develop the skills to communicate, engage and work effectively with your local community and partners.

How the training works

All sessions are delivered online in a small, supportive cohort. You will be able to share ideas, ask questions and build useful peer connections.

There are seven sessions: an introduction, five unit-based sessions and a learner-led 'mop up' session for anything requiring further clarification.

Sessions range from 1.5 to 3.5 hours, giving you 15.5 hours of formal training. Your trainer will also provide one-to-one feedback on your draft work, giving you a minimum of 20 hours

200 hours

estimated portfolio commitment

12 months

to complete the portfolio

20 hours

trainer support overall

COHORT SIZE

Minimum 6 • Maximum 10 students per cohort

2027 PROGRAMME DATES

Four cohorts across the year - choose the programme that works best for you.

JANUARY COHORT

Trainer: Sam Heynes

Session	Date	Time
Introduction	6 January	10am-11.30am
Unit 1	3 February	10am-12pm
Unit 2	10 March	9.30am-12pm
Unit 3	14 April	9.30am-1pm
Unit 4	5 May	10am-11.30am
Unit 5	9 June	9.30am-12pm
Mop Up	7 July	10am-11.30am

MARCH COHORT

Trainer: Celia Price

Session	Date	Time
Introduction	25 March	10am-11.30am
Unit 1	15 April	10am-12pm
Unit 2	20 May	10am-12.30pm
Unit 3	17 June	9.30am-1pm
Unit 4	15 July	10am-11.30am
Unit 5	16 September	10am-12.30pm
Mop Up	14 October	10am-11.30am

JUNE COHORT

Trainer: Sam Heynes

Session	Date	Time
Introduction	16 June	10am-11.30am
Unit 1	14 July	10am-12pm
Unit 2	8 September	9.30am-12pm
Unit 3	6 October	9.30am-1pm
Unit 4	3 November	10am-11.30am
Unit 5	1 December	9.30am-12pm
Mop Up	5 January 2028	10am-11.30am

SEPTEMBER COHORT

Trainer: Celia Price

Session	Date	Time
Introduction	7 September	10am-11.30am
Unit 1	5 October	10am-12pm
Unit 2	9 November	10am-12.30pm
Unit 3	7 December	9.30am-1pm
Unit 4	11 January 2028	10am-11.30am
Unit 5	8 February 2028	10am-12.30pm
Mop Up	7 March 2028	10am-11.30am

YOUR TRAINERS



Celia Price

FSLCC, BA (Hons)

Celia is an experienced Clerk and enthusiastic trainer with a degree in Community Governance. She brings practical sector experience, structured teaching and genuine encouragement, making CiLCA practical, accessible and relevant to the work you do every day.



Sam Heynes

FSLCC, BA (Hons)

Sam has more than 10 years' experience as a Clerk across small, medium-sized and large parish and town councils. Having completed a Level 6 degree in Community Governance, Sam is keen to support Clerks who are new to the sector and those looking to develop their careers.

Cost

Training programme £450 payable to trainer	CiLCA registration £495 + VAT payable to SLCC	TOTAL £945
--	---	-----------------------------

Cancellation policy: once an individual has signed up to the training course, fees are not refundable.

Ready to get started?

Questions? Please contact the trainer for the cohort you are interested in joining.

CELIA PRICE

March & September Cohorts
celia@celiapriceconsultancy.co.uk

SAM HEYNES

January & June Cohorts
samheyne@yahoo.co.uk

