




CiLCA Training

Course Descriptor

<p>Session details</p> <p>Each CiLCA (Certificate in Local Council Administration) course takes place on 4 days over 4 months. In 2018 we are running 2 courses, one in the Spring & the second in the Autumn.</p> 	<p>CiLCA is a foundation qualification for local council officers and others working with local councils. It's a Certificate in Local Council Administration awarded at Level 3 (A Level) of the National Qualifications Framework (NQF). The core standards are organized into 5 themes specific to local councils, roles & duties, law & procedures, finance, planning, management and community.</p>
<p>Where & when?</p> <p>Courses are usually held in Somersham, Cambridgeshire. Exact location & timings will be confirmed when you receive your joining instructions.</p> <p>A light lunch and refreshments will be provided.</p>	<p>TWO COURSES set for 2018 to give you a greater opportunity to attend.</p> <p><i>Spring</i> - 11 April, 16 May, 13 June, 11 July</p> <p><i>Autumn</i> - 4 Sept, 2 Oct, 6 Nov, 4 Dec</p> <p><i>Each session runs from 9.30 am – 3.30 pm</i></p>
<p>Who is it for?</p>	<p>Clerks, Councillors and all officers working with local councils.</p>
<p>How much?</p> <p><i>(A separate fee of £250 is required in all cases to register with the SLCC once you complete any training in order to submit the Portfolio for the CiLCA Qualification)</i></p>	<p>Training fees: CAPALC members £300 per person Non-members £600 per person</p> <p>If you wish to attend individual sessions as a refresher then a charge of £75 per session will be made for CAPALC members & £150 for non-members.</p>
<p>What to bring?</p>	<ul style="list-style-type: none"> • A copy of the Portfolio Guide 2016 downloaded from SLCC website. • Notepad and pens
<p>Your Trainer</p> <p>Penny Bryant</p>  	<p>Penny has worked for CAPALC as a trainer in the County Training Partnership since 2010. She has a BA Hons in Community Engagement & Governance with the University of Gloucestershire, CiLCA and is a SLCC recognised CiLCA Trainer. Penny is a member of the SLCC (Society of Local Council Clerks) and a Fellow of the Institute of Local Council Managers (FILCM), she is also an elected member of the SLCC National Forum representing Cambridgeshire. In addition to her role as Training Officer at CAPALC, Penny has been the Clerk to Somersham Parish Council since 1998.</p>

Cambridgeshire & Peterborough Association of Local Councils

To find out more contact us on 01480 375629 or email bookings@capalc.org.uk
Lakeside Loge Complex, Fen Road, Pidley, PE28 3DF