CiLCA Student Brief for Shropshire ALC.

Session 2. At 9.30am to 2.30pm. Friday 12 January 2018.

In preparation for today’s session for CiLCA , **A full discussion On Unit 2, Law and Procedures will focus on looking in detail at Learning Outcomes LO5 to LO13,** with the documents highlighted below

We open session 2, checking your progress in registering with SLCC and work completed on Unit 1. This is your opportunity to voice issues and questions to date. We will then work through each Learning Outcome on Unit 2. Time will be taken to consider best practice in the formation of both an agenda and respective minutes.

Be prepared to discuss what you understand of ‘Equality Legislation’ and its implication on you and your role.

What policies / process has your Council with regard to Health and Safety?

In preparation for Unit 2, please will you bring 2 agenda and 2 minutes as required to answer LO10. Also bring a copy of your Standing Ordes,the Council Code of Conduct and your terms of reference regarding committees plus your scheme of delegation. Thank you.

Your morning tutorial (9.30 to 1.00) will be taken by Kim Bedford with a mid morning break.Lunch will be provided and will be taken from 1.00 pm to 1.30 pm. In the afternoon, 1.30 pm to 2.30pm, you will have the opportunity to do more work on the sections discussed in the morning with various text books and the attention and support of your mentor.

You will be given a further student brief, advising of the preparation required in advance of session 3 which looks at Units 3 and 4, due on **Friday 23 March 2018. From 9.30 am to 2.30pm**

We are in the Executive Dining room as before,I look forward to seeing you all,

**Kim**

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