



**CONTINUOUS  
PROFESSIONAL  
DEVELOPMENT  
SCHEME**

FOR LOCAL COUNCIL CLERKS

# INTRODUCTION

Continuous Professional Development (CPD) activities are undertaken by council employees to help maintain and improve standards of performance in their work. When council employees engage in CPD, they strengthen their knowledge and skills for the significant benefit of their councils and their communities.

In particular, the clerk as the most senior member of staff in the council should show a commitment to their and the council's continuous development and improvement. CPD activities make sure that clerks have up-to-date knowledge and skills and facilitate the development of new ideas for application in the workplace.

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. CPD activities therefore carry a specified number of points.

This document sets out a national points scheme and explains how it works. While this document focuses on the clerk's development activities, all council employees should be encouraged to take part in CPD.

CPD activities include studying for qualifications, attendance at conferences and on short courses and reading relevant publications. Clerks also learn from undertaking new activities and from contributing to the development of the sector.

This CPD Point Scheme is a product of the National Training Strategy.



# QUALIFICATIONS

Most qualifications accredited by an awarding body already carry a number of credits based on the total number of hours involved in studying, work-based learning, teaching support and assessment activity.

The number of CPD points for qualifications are the same as the number of credits awarded.

Credits in higher education are usually called CATS (Credit Accumulation & Transfer System) points.

Where a module, unit or course has been partly studied in the year of application, the clerk should allocate CPD points pro rata. They must take care not to count the same CPD points in another year.

Community Governance and CiLCA are recognised qualifications tailored for the sector.

Other qualifications which are relevant to the work of a clerk are equally valid.

| <b>Community Governance</b>  | <b>CiLCA 2015</b>  | <b>CiLCA (before 2015)</b>  |
|--|--|---|
| 15 or 30 per module  | Core Roles 3<br>Law & Procedure 5<br>Finance 5<br>Management 2<br>Community 5  | 15  |
| Modules are studied during a calendar year.<br><br>Most modules are 15 CATS points but some are double modules worth 30 points.<br><br>Modules from the Community Engagement and Governance programme at the University of Gloucestershire also apply. | CiLCA 2015 carries 20 points in total with a number of credits/points per unit | The version of CiLCA prior to CiLCA 2015 carries 15 points in total. Points are not allocated to separate topics. |

# IN-HOUSE ASSESSMENT

Working with Your Council and its successor, ILCA, are not accredited qualifications but students undertake an assessment which, when complete, carries CPD points.

| Working with Your Council  | ILCA (Introduction to Local Council Administration)  |
|--|--|
| 2 points per topic (total 12)  | <p>The total number of points for doing all three activities for all five units is 20.</p> <p>For Activities One and three each unit is allocated either one or two points:</p> <ul style="list-style-type: none"><li>• Core Roles 1</li><li>• Law &amp; Procedures 2</li><li>• Finance 1</li><li>• Management 1</li><li>• Community 2</li></ul> |
| If a clerk reads the whole of WWYC but does not complete the assessment, then WWYC counts as a book. | <p>There is an extra point for completing Activity One.</p> <p>For Activity Two each unit is allocated one point.</p>  |

# LEARNING AT WORK

It is appreciated that clerks are always learning on the job but CPD points can be allocated only for learning from contributions to a new project, event, service or other activity that is **significantly different** from the specific clerk's normal work.

The clerk can allocate up to six points for learning at work from a new activity and must justify the allocation of points by explaining why it is a new activity and summarising what has been learnt. Note that a clerk can gain 15 points by taking a Community Governance module (CG4011) that reflects on learning at work.

A clerk can also gain 15 points by taking a Community Governance module (CG4013) that reflects on any CPD experience including courses, qualifications, conferences or reading.

# ATTENDANCE AT CONFERENCES AND TRAINING EVENTS

CPD points are allocated for hours spent attending any conference or training event relevant to the work of the clerk. Every two hours of content at a conference or training event carries one CPD point.

For example:

| <b>SLCC National Conference</b>   | <b>CALC One-day Training Event</b> | <b>Evening Briefing</b>          |
|-----------------------------------|------------------------------------|----------------------------------|
| Approximately 15 hours of content | Approximately 5 hours of content   | Approximately 2 hours of content |
| 7.5 points                        | 2.5 points                         | 1 point                          |

## READING

Reading sector publications such as LCR and The Clerk and online research is important for keeping up-to-date while relevant books can inspire innovative thinking and provide specialist knowledge.

Clerks can allocate a maximum of 6 points in a 12-month period for relevant reading.

When submitting a record of CPD points clerks should identify the publications that they have read and websites visited.

As a guide CPD points are self-allocated as follows:

|   | <b>Points</b> |
|---|---------------|
| Reading a whole text book   | 4             |
| Reading all six editions of The Clerk or four editions of LCR       | 3             |
| Researching Government policy on community rights                   | 4             |
| Reading a set of publications in preparing for a neighbourhood plan | 6             |

# E- LEARNING

Points can be allocated to relevant e-learning other than ILCA. If the e-learning assessment is accredited then it should carry a specified number of credits (see qualifications). If it is not accredited then it carries points similar to attendance at training events or reading. For example, one point can be allocated to two hours of e-learning up to a maximum of 6 points in a 12-month period.

# DEVELOPING THE SECTOR

A range of activities contributes to the development of councils, clerks and the sector as a whole. They require a clerk to remain up-to-date and at the forefront of events.

CPD points can be allocated up to a maximum of six, for any three-month period of regular work during the year in any of these formally recognised roles; mentor, trainer, Community Governance tutor, assessor, advisor, speaker and writer.

As a minimum, regular work means at least one activity every four weeks. A single activity (e.g. writing an article, making a presentation, contributing to a training day, spending a day doing the marking) carries 2 points.

As a guide, CPD points can be allocated up to a maximum of four for a 12-month period of regular contributions to the sector through the membership of a national or local organisation.

If a clerk calculates that they have not worked regularly in this role throughout the year or if their contributions have been limited, then they reduce the number of CPD points from four accordingly.

Examples of such contributions include:

- Membership of the SLCC county branch committee
- Membership of a County Association committee
- Membership of the SLCC National Executive Council
- Membership of NALC National Council or a NALC Committee

# KEEPING A RECORD

This CPD scheme helps clerks to self-assess their own personal development. Learning and development are subjective experiences and it is for clerks to consider how much they have benefited from each activity.

It is good practice to consider your learning needs, research the options to meet them, discuss with your council what training or learning you plan to undertake and why it will support the work of the council.

Keeping a log of your activity can be useful to help reflect on what you have learnt; this can be a personal record or something you share with your council. If you choose to keep a record please note: clerks cannot count any activity twice. For example, books which are read while studying for a qualification cannot be counted as separate reading; a training event in preparation for CiLCA contributes to CiLCA's 20 pts and cannot be counted separately.

Clerks can allocate all 12 points to a qualification or to a number of training events

Clerks cannot count more than six (of their 12) points each to reading, e-learning without accredited assessment or learning from new activities and no more than four contributing to the development of the sector over a 12-month period.

At least three points must come from a qualification, in-house assessment or a training event

A template CPD Recording document can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)