

## Certificate in Local Council Administration (CiLCA) 2026 Portfolio Training

online training course via Zoom 9.30am – 1pm

Wednesday 25<sup>th</sup> February and Fridays 6<sup>th</sup> March, 24<sup>th</sup> April, 3<sup>rd</sup> July,  
4<sup>th</sup> September 2026 and 13<sup>th</sup> November 2026

***Delivered by Kim Bedford FSLCC***

(Previously a Parish Clerk, Councillor, County officer for Gloucestershire and sector Trainer for 20 years)

Have you considered a professional qualification? CiLCA is a Level 3 accredited and recognised qualification for the local council sector, designed to test basic levels of competence for the role of parish clerk. CiLCA has been designed to cover all aspects of the clerk's role. Registration to complete the CiLCA qualification is with the SLCC costing £495.00, payment will give the student a copy of the Portfolio Guide and access to the Bright Space platform, on which to upload the 30 Learning Outcomes as completed. CiLCA submissions and any corrections must be completed and submitted within 12 months from your registration with SLCC.

Please note registration with SLCC is undertaken every 2 months, commencing February, April and so on.....

### 2026:

25<sup>th</sup> February 10.30am – 11.30am

Pre course information prior to registering with SLCC.

Tutorial Dates, 9.30am – 1pm

6 <sup>th</sup> March	Session 1	Introduction, Unit 1
24 <sup>th</sup> April	Session 2	Review work, Unit 2
3 <sup>rd</sup> July	Session 3	Review. Complete Unit 2, start Unit 3
4 <sup>th</sup> Sept	Session 4	Review. Complete Unit 3, start Unit 4
13 <sup>th</sup> Nov.	Session 5	Complete Unit 4 and Unit 5. Review

All students will be required to complete a Training Analysis form and Confidentiality Agreement form prior to the Pre Course session.

Prior to each Tutorial, your Tutor will send out a student brief to help you prepare and associated helpful documents relating to the Session content.

Students will agree an additional interim short Zoom 'check in' session between each tutorial, to discuss progress and any challenges. Additional support as needed is offered by email.

**Please note:** Subject to change when all details received from SLCC.

**Cost: £400 per member delegate for the course**

**Please place your booking through your clerk.**

**Online booking form can be found [here](#)**