



SERVING LOCAL COUNCILS IN SHROPSHIRE AND TELFORD & WREKIN
Affiliated to the National Association of Local Councils

Certificate in Local Council Administration (CiLCA) 2026 Portfolio Training

online training course via Zoom 9.30am – 1pm

**Wednesday 25th February and Fridays 6th March, 24th April, 3rd July,
4th September 2026 and 13th 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:

25th February 10.30am – 11.30am

Pre course information prior to registering with SLCC.

Tutorial Dates, 9.30am – 1pm

6th March Session 1 Introduction, Unit 1

24th April Session 2 Review work, Unit 2

3rd July Session 3 Review. Complete Unit 2, start Unit 3

4th Sept Session 4 Review. Complete Unit 3, start Unit 4

13th 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