

Certificate in Local Council Administration (CiLCA) Portfolio Training

A 4-session online training course which will take place via Zoom on
Fridays 7 October, 25 November, 20 January & 10 March
with each session running from **09:30-13:00**

Delivered by Kim Bedford FSLCC

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 and learners are required to compile a portfolio of evidence to show they fully understand their job. From registration with SLCC (at an additional cost of £410), you have a year in which to compile a portfolio of 30 assessments (split into 5 units), submitted online.

Mentoring is over 4 interactive sessions, giving plenty of opportunity to network and share with colleagues.

Session 1 – 7 October 2022

An Introduction to CiLCA. Unit 1 tutorial and how to manage time, ways to present and submit work.

Session 2 – 25 November 2022

Unit 2 tutorial. Review completed work on Unit 1.

Session 3 – 20 January 2023

Units 3 and 4 tutorials. Review completed work on Unit 2.

Session 4 – 10 March 2023

Unit 5 tutorial. Review completed work on Units 3 and 4. Final review.

These sessions best fit in with the CiLCA enrolment of 1 December 2022.

Cost: £250 per member delegate for the course

Please place your booking through your clerk.

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