

Certificate in Local Council Administration (CiLCA) Portfolio Training

A 4-session online training course which will take place via Zoom on

Fridays 16th February, 12th April, 14th June & 6th September
with each session running from 9.30am – 1pm

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 – 16th February 2024

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

Session 2 – 12th April 2024

Unit 2 tutorial. Review completed work on Unit 1.

Session 3 – 14th June 2024

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

Session 4 – 6th September 2024

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

Cost: £285 per member delegate for the course

Please place your booking through your clerk.

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