

CiLCA Progress

LO	Task	Notes	Finished	Sent to PB	Feedback	Amended	On EMMA
UNIT 1 CORE ROLES IN LOCAL COUNCIL ADMINISTRATION							
1	A CiLCA qualified officer understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council						
2	A CiLCA qualified officer can carry out research and make recommendations						
3	A CiLCA qualified officer can identify a council's core documents and policies						
4	A CiLCA qualified officer demonstrates professional writing skills and uses information and communications technology						
UNIT 2: LAW AND PROCEDURES FOR LOCAL COUNCILS							
5	A CiLCA qualified officer understands the difference between statutory duties and specific powers						
6	A CiLCA qualified officer understands the Local Government Act 1972 s 137						
7	A CiLCA qualified officer understands the general power of competence						
8	A CiLCA qualified officer understands the implications of employment law and equality legislation for a local council						
9	A CiLCA qualified officer understands the implications of Health and Safety legislation for a local council						
10	A CiLCA qualified officer can prepare for and support council meetings						
11	A CiLCA qualified officer knows how to advise a council on standing orders						
12	A CiLCA qualified officer can advise a council on different kinds of committee and delegation to the clerk						
13	A CiLCA qualified officer understands the council's duty to uphold high standards of behaviour in public life						
UNIT 3: FINANCE FOR LOCAL COUNCILS							
14	A CiLCA qualified officer can advise a council on the preparation and monitoring of budgets						
15	A CiLCA qualified officer understands how to prepare and explain a cash book and bank reconciliation						
16	A CiLCA qualified officer can write a risk management scheme and understands the value of insurance for risk management						
17	A CiLCA qualified officer can apply for grant funding						
18	A CiLCA qualified officer can advise a council on financial procedures						
19	A CiLCA qualified officer knows the implications of VAT legislation for a council						
20	A CiLCA qualified officer understands the process involved in annual audit						

