

This course is designed for Clerks and other local council staff who wish to complete their portfolio to gain a sector specific Level 3 professional qualification – CiLCA (2015, 2<sup>nd</sup> edition). The course is delivered by a NALC/SLCC accredited Trainer.

Norfolk ALC is the only organisation in Norfolk exclusively dedicated to furthering the interests of councils. We are an accredited training provider for CiLCA and have an agreed SLA in place with the Society of Local Council Clerks (SLCC).

To benefit from this course, students need to have some relevant experience, ideally working as a Clerk or similar within a town or parish council for at least six months and have undertaken basic level training.

Session Number	Session plan	Learning Outcomes
1.	About CiLCA & building a Portfolio Are you ready? Learning needs analysis EMMA & submission options, Local funding options - EU LiFT & SLCC Norfolk Bursary Looking at LO4 – professionalism Unit 1 – Core roles Preparing for Session 2	Background, key points, annotations, sources of information and how to research.  LO 1 to LO 3
2.	Considering questions from previous session Unit 2a – Law & Procedures Preparing for Session 3	LO 5 to LO 9
3.	Considering questions from previous session Unit 2b – Law & Procedures Preparing for Session 4	LO 10 to LO 13
4.	Considering questions from previous session Unit 3 – Finance Preparing for Session 5	LO 14 to LO 20
5.	Considering questions from previous session Unit 4 - Management Preparing for Session 6	LO 21 to LO 23
6.	Considering questions from previous session Unit 5 - Community Pulling it all together & resolving any final questions/ queries.	LO 24 to LO 30

Session 1 is 4 hours (9.30am to 1.30pm); subsequent sessions are 3 hours (09.30am to 12.30pm) each. However, there are opportunities to discuss progress directly with your Tutor before and after the sessions.

Students are encouraged to work on completing their portfolio alongside each of these sessions. Draft assessments can be shared with the Tutor for comment prior to submission to EMMA.

**Pre-course work:** CiLCA students are asked to complete the following prior to session 1:

- CiLCA Learning Agreement – an agreement between Council, Clerk and Trainer.
- Form 03 – to produce a 400-word introduction to the council with which you are working.
- Training needs analysis form – to highlight key learning needs ahead.

A CiLCA qualification is awarded at Level 3 of the National Qualifications Framework (NQF) and is worth 20 credits. A CiLCA qualified Clerk is qualified in England for the purposes of the Local Council Award Scheme (Quality & Quality Gold) and eligibility for their Council to use the general power of competence.

To submit a portfolio and achieve the qualification, students must register with the Society of Local Council Clerks (SLCC) and pay a registration fee (£350). Please don't register before starting this training course, full details will be explained at Session 1, including any funding opportunities.

Units	Content
Unit 1	LO1 - Roles & duties of council, clerk, chair, councillor & RFO LO2 - Research & reporting skills LO3 - Key documents & policies LO4 - Writing skills
Unit 2 a	LO5 - Powers & duties LO6 - s.137 LGA 1972 LO7 - General Power of Competence LO8 - Employment & equality LO9 - Health & safety
Unit 2 b	LO10 - Agendas & minutes LO11 - Standing Orders LO12 - Committees & delegations LO13 – Ethical conduct
Unit 3	LO14 - Budget preparation & monitoring LO15 - Cash book & bank reconciliation control LO16 - Sound risk management & insurance arrangements LO17 - Applying for grants LO18 - Financial regulations, controls & safeguards LO19 - Understanding VAT LO20 - Annual audit processes & responsibilities
Unit 4	LO21 - Managing projects, services & facilities LO22 - Managing staff LO23 - Training & development
Unit 5	LO24 - Creating an action plan for the council LO25 - Influential planning application responses LO26 - Knowing your community & fostering good relations LO27 - Engaging with the community LO28 - Raising the council's profile LO29 - Transparent decisions & actions LO30 - Awarding grants to the community

### CiLCA training Courses Autumn 2020

**Venue:** Carrowbreck House, Hellesdon, Norwich. NR6 5FA <https://www.broadland.gov.uk/carrowbreck>

September 2020 (10 Sept, 8 Oct, 12 Nov, 17 Dec, 11 Feb2021 and 11 Mar) All sessions are Thursday mornings. The first session starts at 9.30am through to 1.30pm. Subsequent sessions times are 09.30am to 12.30pm. Bookings are open via <https://www.norfolcalc.gov.uk/training-reservations.html>