

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 some basic level training.

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

Session 1 is four hours (9.30am to 1.30pm); subsequent sessions are three hours (10am to 1pm) 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 and 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 eligibility for EU funding.

During 2019, Eligible Clerks from Norfolk and North Suffolk will qualify for a 50% refund of training fees, through LIFT (Local investment in future talent), EU Funding that Norfolk Association of Local Councils has secured to support local councils develop capacity and professional competence. Details of this will be covered in session 1.

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

## **CiLCA training Courses in 2019**

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

January 2019 (16 Jan, 13 Feb, 13 Mar, 17 Apr, 15 May, 12 Jun)

July 2019 (17 July, 18 Sep, 16 Oct, 18 Nov, 18 Dec, 15 Jan 2020)

October 2019 (23 Oct, 27 Nov, 22 Jan 2020, 19 Feb, 19 Mar, 15 Apr)

Bookings are open for July and October via <https://www.norfolkalc.gov.uk/training-reservations.html>

The first session starts at 9.30am through to 1.30pm. Subsequent sessions times are 10am to 1pm.