

CiLCA: An Introduction for Councillors

Why should local council officers take CiLCA?

CiLCA helps the officers of your council become more aware of the law and procedures for local councils and helps them work with the planning system. It checks that they can manage the council's activities, its finances and community engagement. In England, a CiLCA-qualified clerk helps the council gain the general power of competence and a Quality or Quality Gold Award.

What is CiLCA?

CiLCA is like an A-level; it's a Level 3 qualification tailored for the officers of local councils.

Who can take CiLCA?

Any officer who needs to know how local councils work can take CiLCA.

How does CiLCA work?

To prepare for CiLCA, an officer attends training. This provides both the knowledge that officers need and guidance on completing the tasks to be assessed. The officer taking CiLCA puts together a portfolio of work for 30 activities. Some tasks involve writing an explanation while others ask for notes accompanying council documents. The aim is to show that the officer knows, understands and can do what is expected at Level 3. There are five units covering the five themes:

- Core Roles in Local Council Administration
- Law & Procedure for Local Councils
- Finance for Local Councils
- Management for Local Councils
- Community Engagement

How long does CiLCA take?

It might take between six months and a year to complete CiLCA. On average, an officer might complete one task each week.

How can the council help?

As an employer, the council should do all it can to support someone who wants to take CiLCA.

- Make sure that the officer really wants to do it. Being motivated is a key to success.
- Pay all costs. The investment is rewarded from the outset.
- Manage workload. Too many demands on a student can hinder achievement.
- Provide and protect study time if the employee's hours allow it. It's worth preventing delay.
- Show an interest in progress. This is encouraging and demonstrates support.
- Listen to your trained officer's advice. The aim is to improve the council's performance.

How much does it cost?

Charges for training depend on your training provider but the fee for taking CiLCA is £250.

What next after CiLCA?

CiLCA provides a foundation of knowledge but to understand the work of a local council in more depth, local council officers can build on CiLCA and study for the Level 4 qualification in Community Governance: Local Council Management.

For more information on all forms of professional development for officers of local councils, see:

www.slcc.co.uk

- and click on Professional Development

www.nalc.gov.uk

- and click on Our Work/National Training Strategy

See also the website of your county association of local councils or One Voice Wales

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What is CiLCA?

CiLCA is like an A-level; it's a Level 3 qualification tailored for the officers of local councils.

Who can take CiLCA?

Any officer who needs to know how local councils work can take CiLCA.

How does CiLCA work?

To prepare for CiLCA, you attend training managed by trained trainers. This provides both the knowledge that you need and guidance on completing the tasks to be assessed. You put together a portfolio of work for 30 activities. Some tasks involve writing an explanation while others ask for notes accompanying council documents. The aim is to show that you know, understand and can do what is expected at Level 3. There are five units covering the five themes:

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How can the council help?

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- Manage your workload. Too many demands can hinder your achievement.
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- Show an interest in your progress. This is encouraging and demonstrates support.
- Listen to your advice. The aim is to improve the council's performance.

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How do you find out more?

For more information and to register for CiLCA see www.slcc.co.uk and click on Professional Development. Contact your local training provider for details of the next CiLCA course.

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