

2nd and subsequent Referral Registration Form Certificate in Local Council Administration (CiLCA)



FOR CANDIDATES WHO WISH TO RESIT SECTION(S) OF THE PORTFOLIO OF EVIDENCE 2015 ONLY

PERSONAL INFORMATION AND CONTACT DETAILS:

Candidate Name and Job Title (if appropriate):

Candidate No:

Name of Parish, Community or Town Council

Size of Parish (electorate)

Full postal address including post code

Telephone number

Email address

Name of County Training Partnership (CTP)

RESIT FEE POLICY AND PAYMENT METHOD

The first re-sit submission is free of charge.

The fee is £10 per learning outcome

Number of Learning outcomes resubmitted

Total Paid

Please enclose a cheque for the appropriate full amount payable to:

“SLCC” and send to: 8 The Crescent, Taunton, Somerset, TA1 4EA or for payment by BACS please use Sort Code: 60-83-01; Account No: 20314459 and use reference: ‘CiLCA Referral’

DECLARATION:

- I have used the **PORTFOLIO GUIDE 2015** and **ASSESSMENT CRITERIA** to **RE-WORK THE FOLLOWING SECTIONS OF THE PORTFOLIO:** (please write the numbers of the sections you are resubmitting in this gap)
- My portfolio will be marked against standards upheld by the Chief Verifier of the Certificate of Local Council Administration and his/her decision is final.
- The referral fee is non-refundable without exception and covers all administration costs (marking, certification etc)
- The fee covers only the cost of referral registration; it does not cover the cost of training.
- Please refer to the instructions on the EMMA Portfolio – your Learning Outcome will be unlocked on receipt of this form and payment.

I confirm that I have enclosed a cheque for the appropriate amount or have paid via BACS:

Signed:

Date: