

## Your CPD Activity

| CPD Activities         | Activity category   | Activity Description   | CPD Points                              | Other  |
|------------------------|---|--|---|--|
| Formal Learning        | Qualifications<br><i>May only be claimed once in the year of completion</i>   | ILCA<br>CILCA<br>Community Governance<br>Other Relevant Qualification  | 20<br>20<br>15<br>*                     | <i>On completion<sup>i</sup></i><br><i>On completion<sup>ii</sup></i><br><i>Per module</i><br><i>Contact the PDO<sup>iii</sup></i> |
|                        | Events / Conferences<br><i>Usually 1 CPD pt per 2 hours training</i>  | National / Practitioners' / LIA<br>Regional Training Seminars<br>CALC One day events<br>CTP training days<br>NALC training days<br>Branch meetings / training<br>Principal Authority Training  | 5<br>2.5<br>2.5<br>2.5<br>2.5<br>1<br>1 | <i>Number included on booking confirmation</i>   |
|                        | In House Training<br><i>Usually 1 CPD pt per 2 hours</i>  | SLCC provides a wide range of relevant training sessions<br>Information at<br><a href="https://www.slcc.co.uk/courses">https://www.slcc.co.uk/courses</a>  | 2.5<br>1                                | <i>For attending face to face</i><br><br><i>Per webinar</i>  |
|                        | E-Learning<br><i>1 CPD pt per 2 hours training</i>  | All relevant courses i.e.<br>HR/Accounting / H&S   | 1                                       | <i>External providers</i>  |
| Professional Activity  | Developing the Sector<br><i>Maximum of 6 for any 3-month period of regular work</i>   | Mentor / Trainer /Advisor<br>Speaker /Presenter at event<br>Articles for The Clerk etc.<br>New training material   | 6                                       |  |
|                        | Learning at Work<br><i>You can allocate up to 6 points</i><br><br><i>Must be learning from a new event/ activity and not regular council work</i> | New Project / Event/Service/Other that is significantly different from a clerk's normal work.<br>Examples include: -<br>New electronic newsletter<br>Complete funding for new activity<br>Oversee refurb of community hall<br>Complete the Neighbourhood Plan<br>Successful appl. for Green Flag<br>Budget setting workshops for Cllrs | 6                                       |  |
| Self-Directed Learning | Reading<br><i>Maximum 6 CPD pts each year</i>   | All editions of <i>The Clerk</i> /LCR<br>Books from Booklist<br>Comm Gov Dissertations<br>Professional Journals<br>General Research<br>Set of government publications i.e.<br>Neighbourhood Plans  | 3<br>4<br>2<br>2<br>2<br>2              |  |

For more information please contact Lesley Swinbank, [develop@slcc.co.uk](mailto:develop@slcc.co.uk)

## Your CPD is important and matters

As a member of the SLCC taking part in CPD is encouraged. You can opt in at any point from the time you become a member and continue for as long as your membership remains current. However, in addition the Society also has developed a Professional Development Scheme (PDS) to help you achieve the understanding and expertise that are expected of today's local councils' professionals.

You can join the PDS at either Principal or Fellow level. CPD is mandatory, and you will need to accumulate 18 or 24 CPD points respectively each year. The number of points will differ depending on the type of activity you complete and you can spread your development across many areas. (*See the table as over.*)

Your CPD record is completed online by accessing from the SLCC website. You can use this in appraisals, job interviews or wherever you want to illustrate your dedication to developing and maintaining your knowledge and skills.

### Frequently Asked Questions

**Q: Is there a fee for my CPD?**

A: No, the CPD programme is a free membership benefit for all SLCC Members.

**Q: How do I record my CPD?**

A: Everyone has their own CPD record, accessible after login on the SLCC website.

**Q: What other activities attract CPD points?**

A: You can gain CPD Points in many ways – see the table

**Q: How many CPD points do I need each year?**

A: There is no minimum number – however if you join the Professional Development Scheme then you need 18CPD points each year as a Principal and 24 CPD points as a Fellow.

**Q: What are the benefits of joining the Professional Development Scheme?**

A: There are a number of benefits including: -

- ⇒ Members are entitled to use the designated letters 'PSLCC' / 'FSLCC' after their name and their name will be published on the SLCC website during their membership to confirm their status.
- ⇒ Members will receive a training voucher to use against any SLCC CPD course or training event within the first year of their membership.
- ⇒ Members can use the designated 'Principal / Fellow member' logo on their CV and job applications.
- ⇒ Members will receive a 'Principal / Fellow member' pin badge to wear at events and training.
- ⇒ Members will receive three Professional Development, news bulletins offering the latest training news, advice on gaining CPD points and support with professional development.

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<sup>i</sup> ILCA Modules also carry individual CPD Points

<sup>ii</sup> CiLCA Modules also carry individual CPD Points

<sup>iii</sup> Professional Development Officer <mailto:develop@slcc.co.uk>