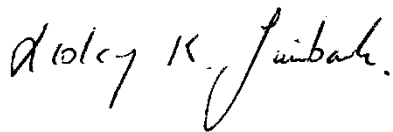**Professional Development Scheme**

Step by Step Guide

The process is now completely undertaken online. Please follow the instructions as below

1. Decide at which level you wish to join / upgrade / renew: Principal or Fellow

2. Confirm you meet the necessary criteria

3. Ensure you have copies of the necessary certificates and additional information which you will need to upload

4. Complete the online application details

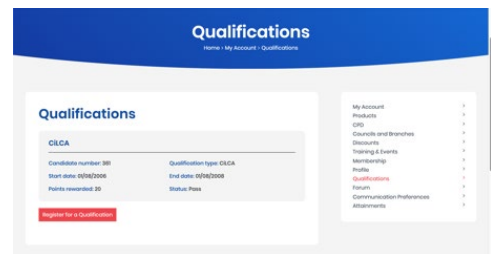If you need any further information don't hesitate to contact me.

Lesley Swinbank FSLCC
Professional Development Officer,
develop@slcc.co.uk

Principal (PSLCC)

Becoming a Principal of the SLCC is a two-stage process.

You need to have the: -

- necessary qualifications plus
- you need to have logged 18 CPD points on the online system.

Criteria for Principal Level

| |
|---|
| **Passed the Certificate in Local Council Administration (CiLCA)**
 Or
 its equivalent using the CertHE at Level 4 of:
 • **Local Policy**
   or
 • **Community Engagement & Governance**
   or
 • **Community Governance**
   or
 • **the Certificate in Local Council Administration Parts 1 & 2 before 1993** |
| **Acquired and logged 18 CPD points over the past year**
 Annual Fee £55 |

(If you have any queries please contact Lesley Swinbank FSLCC, Develop@slcc.co.uk
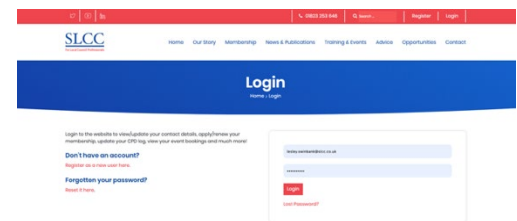
Applying using the online system

Make sure you meet the necessary criteria as above
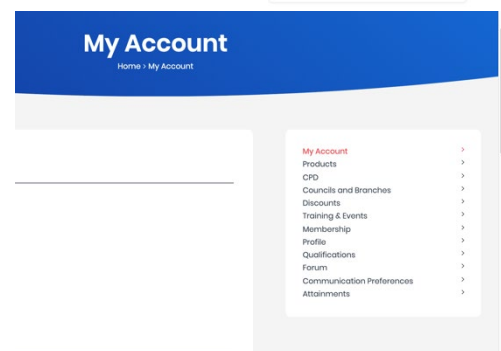
Then carry out the following steps: -

a. **Go to the SLCC website at www.slcc.co.uk**
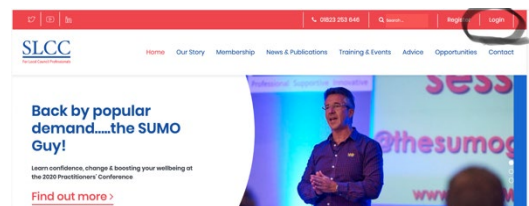
b. **'login' using your SLCC username and password**

c. **You can view My Account including your CPD, Memberships, Qualifications etc.**

d. If you have CiLCA then this should already be listed on the Qualifications page. If it is not there contact **me** immediately with details of when you passed this.

e. If you have one of the alternate qualifications as listed above ie certificate in local policy then you need to add this using the 'Attainments' tab.
   - **Add attainment**
    - **Scroll down to the appropriate qualification**
    - **Add the date, description**
    - **Upload a scan/screenshot of the certificate**

f. **You also need to have your 18 CPD points logged under 'CPD'**. *(If you have just passed CiLCA then you can immediately add 20CPD pts under 'Qualifications')*
    If you need help with either acquiring the 18 pts of logging them on the system please contact _me_ and I can forward a Step by Step Guide to CPD.
    The screen will show how many points you have.
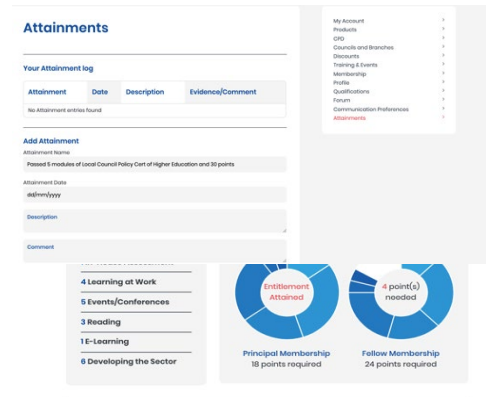
g. From the Membership page - 'Buy' a new membership and click on Principal. The screen will then lead you through various pages confirming your name, council etc.

h. The screen will then show if you meet the necessary criteria.
    If you don't meet the criteria then check out where the problem lies – and make sure you have entered all that you need to.
    On rare occasions just try logging out and then back into the system – but if still a problem contact me and if possible send me a screen shot of the page – rhs chart.
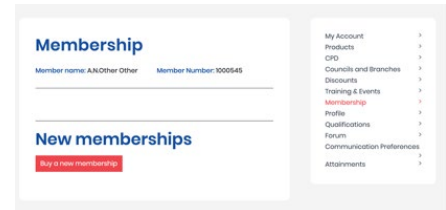
i. You will then see confirmation and also details of how to pay.
    This can be done by bacs, cheque etc or invoiced to your council.
    The following year this will be added to your overall SLCC subscription.
    In most cases your parish / town council will pay for this membership.

j. **Documentation needed for Principal Level**
    The online system can access all Cilca and Community Governance qualifications and there should be no need to upload evidence. However if a problem arises please e mail Lesley Swinbank FSLCC, Professional Development Officer, develop@slcc.co.uk

k. Validating your application for Principal Level
   The Professional Development Officer will check and validate submissions. If there is a query with your application you will be contacted by e mail.

Fellow (FSLCC)

Becoming a Fellow of the SLCC is a five-stage process.

You need to have the: -

- necessary qualifications example CiLCA or Community Governance
- a qualification at level 5
- made a 'significant contribution' to the sector
- worked for a minimum time in the sector
- and you need to have logged 24 CPD points on the online system.

Criteria for Fellow Level

ROUTE 1		ROUTE 2

Passed the
• **Foundation Degree in Community Engagement & Governance**
   OR
• **Foundation Degree in Community Governance**
   Or
l. **Diploma or Certificate of Higher Education in Local Policy**
Plus
 	
m. **5 years' relevant sector experience**
 	
AND
 	
 n. **Made a 'significant contribution' to the sector.**
	OR	o. **Passed the Certificate in Local Council Administration (CiLCA)**
		Plus
		p. **A relevant other qualification at level 5 or above**
		Plus
		 q. **8 years' relevant sector experience**
		
		AND
		 r. **Made a 'significant contribution' to the sector.**

If you have any query regarding your qualifications and / or if you meet the criteria please contact the Professional Development Officer.		
The member also requires achievement of 24 CPD points over the past year. **Annual Fee £85**		

Applying using the online system

Make sure you meet the necessary criteria as above
Then carry out the following steps: -

a. **Go to the SLCC website at www.slcc.co.uk**

b. **['login'](login) using your SLCC username and password**

c. **You can view My Account including your CPD, Memberships, Qualifications etc.**

d. **If you have CiLCA or Community Governance then they should already be listed on the Qualifications page. If it is not there contact [me](me) immediately with details of when you passed this.**

e. **If you have one of the alternate qualifications as listed above ie certificate in local policy then you need to add this using the 'Attainments' tab.**
   - **Add attainment**
   - **Scroll down to the appropriate qualification**
   - **Add the date, description**
   - **Upload a scan/screenshot of the certificate**

f. **Adding your qualification at level 5 or above.**

   If you don't have Community Governance then you need to have a qualification at level 5. Full details of level 5 qualifications are shown below.
   You then need to add this to the system and this can be done by:-

   - Clicking Attainments from your account
   - Adding an attainment
   - Add Fellow qualification at level 5 or above
   - Add date etc
   - Upload scan / screenshot / evidence of your qualification
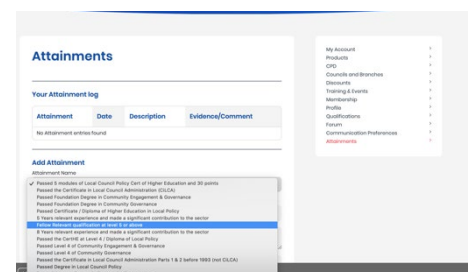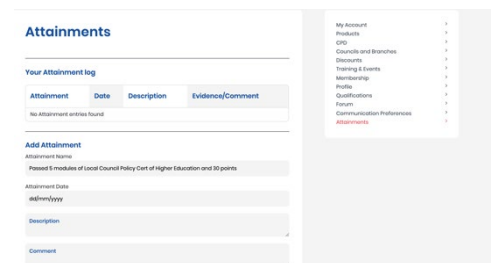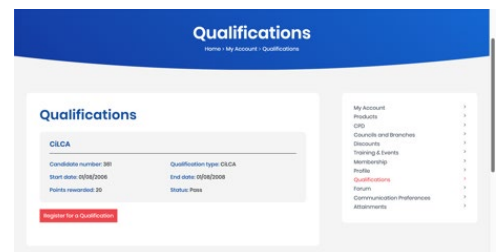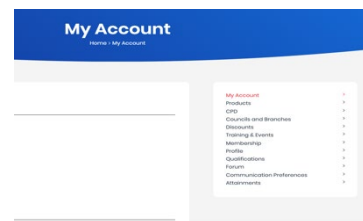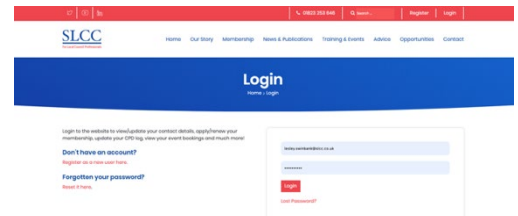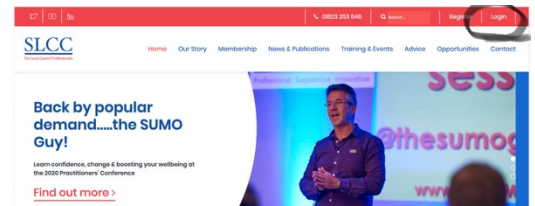
g. **Adding your 'Significant Contribution'**

Examples of such contribution may be as follows: -

- Written work – a quality published technical article in a recognised sector publication e.g. The Clerk, Local Council Review.
- Presentations – these could be at national or regional conferences or to branches.
- Branch activities – playing an active part over a period of time.
- Responsibility for major project in the parish or community (e.g. organising the building of a community centre).
- Community Governance dissertation – sharing your dissertation with colleagues. Further information and example are available on the website.
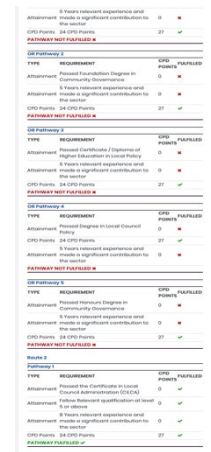
Documentation / Evidence

You are required to provide details of the contribution which you have made to the sector in sufficient detail, including any relevant dates to allow the Professional Development Officer to make an appraisal.

(If the example relates solely to your council, you will be expected to demonstrate how the contribution has been shared with a wider audience, for example at your branch.)

You then need to create your own word document and list the activities, together with evidence and which can include a direct link to an appropriate website and / or a screenshot etc

Full details are included in the Step by Step Guide to Making a Significant Contribution which can be obtained from Lesley Swinbank FSLCC, Professional Development Officer

This information then needs to be added under 'Attainments'

h. **Work experience**

Depending on which route you are taking you need to have either worked a minimum of 8years (Route 2) or 5 years (Route 1) within the Local Government sector.

You then need to create a simple word document which identifies such work – with dates and add under 'Attainments'.

i. **CPD**

You need to have the requisite 24 CPD points logged under 'CPD' on the Your Account Page.

The screen will show how many points you have.

If you need help with either acquiring the 24 pts of logging them on the system please contact me and I can forward a Step by Step Guide to CPD.
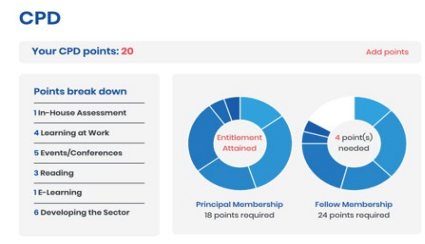
You should now have everything in place in order to proceed to become a Fellow.

j. **From the Membership page - 'Buy' a new membership and click on Fellow. The screen will then lead you through various pages confirming your name, council etc.**
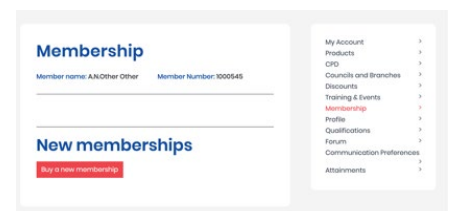
k. **The screen will then show if you meet the necessary criteria.**
If you don't meet the criteria then check out where the problem lies –
and make sure you have entered all that you need to.

On rare occasions just try logging out and then back into the system – but if still a problem contact me and if possible send me a screen shot of the page – rhs chart.

l. Paying

You will then see confirmation and also details of how to pay.

This can be done by bacs, cheque etc or invoiced to your council.
The following year this will be added to your overall SLCC subscription.
In most cases your parish / town council will pay for this membership.

m. Documentation needed for Fellow Level
The online system can access all Cilca and Community Governance qualifications and there should be no need to upload evidence. However, if a problem arises please e mail Lesley Swinbank FSLCC, Professional Development Officer, Develop@slcc.co.uk

n. Validating your application.
The Professional Development Officer will check and validate applications. If there is a query with your application you will be contacted by e mail.

Additional Information

1. Qualifications at Level Five

Applicants for Fellow level require an additional alternative qualification at level 5 or above.
This is a first-degree level or above. Examples of qualification levels are illustrated in the table and additional guidance on the equivalence of qualifications is available on the Qualifications and Curriculum Authority website at www.qca.org.uk.
The onus is upon the applicant to demonstrate how qualifications submitted compare to the table as shown.
The old NVQ Level 4 is normally equivalent to the Local Policy Certificate of HE but if an applicant has evidence that their old NVQ Level 4 was pitched at the level of the new NVQ
Level 5 or 6 then you should make this clear in your application.

National Qualifications Framework (NQF)		Framework for Higher Education Qualifications (FHEQ)	Local Policy/CiLCA Comparison
Previous levels NVQ	**Current levels NVQ**	Levels	
Level 5	Level 8 Specialist awards	D (doctoral) Doctorates	
	Level 7	M (masters) Masters degrees, postgraduate certificates and diplomas	
LEVEL 4 BTeC Higher awards	Level 6	H (honours) Bachelor degrees, graduate certificates and diplomas	Local Policy BA Degree & Local Policy BA Honours Degree BA Honours degree in Community Engagement & Governance BSc Honours degree in Applied social Sciences (University of Gloucestershire specific curriculum) BA Honours degree in Community Governance
	Level 5 Level 5 BTEC Higher National Diploma	I (intermediate) Diplomas of higher education and further education, foundation degrees and higher national diplomas	Local Policy DipHE Foundation Degree Community Engagement & Governance Foundation Degree Community Governance
	Level 4	C (certificate) Certificates of higher education	CertHE Parts 1 & 2 Local Council Administration CertHE Local Policy CertHE Community Engagement & Governance CertHE Community Governance
Level 3 A levels, BTeC National Awards			CiLCA
Level 2 GCSEs Grades A*-C			

2. Relevant Experience

Work as a clerk, deputy or assistant clerk; work in a management role within the parish, town and community council sector or in a post which predominantly deals with the parish town and community council sector is required for Fellow. You will need to demonstrate that the employment is relevant.

You will also need to provide details of your current employment including position held and also position held and dates of qualifying employment for each of the periods of employment that you are relying upon for meeting membership entry requirements.

Sample checks will be carried out on work experience details. You should include contact details for someone who would be able to verify the information supplied for each period of employment.

3. Relevant Experience: Documentation

Create and upload list / details of your sector experience including positions held, dates, and authority / council(s).

4. Continuous Professional Development (CPD)

The SLCC places great emphasis and importance on training and all Clerks are encouraged to undertake their own personal continuous professional development. This is a personal conscious commitment to maintain professional knowledge, skills and standards.
CPD activities are undertaken to help maintain and improve standards of performance in work.

When council employees engage in CPD, they strengthen their knowledge and skills for the significant benefit of their councils and their communities.

CPD points can be collected through numerous activities including qualifications, learning at work, attending conferences, training events and webinars, reading The Clerk magazine, developing the sector etc.

Recording your CPD

Principal and Fellow members must ensure they have their CPD points (18 CPD pts and 24 CPD pts respectively), recorded as they join the PDS and again each year when renewing their overall SLCC membership.

CPD pts cannot be carried forward or used again. For example, if you pass CiLCA and claim the 20pts in 2019 – you cannot again claim the same in 2020.

You can access and complete your CPD by

o Go to the SLCC website and 'login' using your SLCC username and password
o Highlight and access 'CPD' under Your account
o You will then see your CPD record and the number of points you have acquired.

o This screen also allows you to see and amend earlier years.

You can add additional points under the various categories. These correspond to the tabs on the website i.e.: -

❖ Qualifications – Including Ilca, Cilca, Community Governance
❖ In House Assessment
❖ Developing the sector
❖ Reading
❖ Events / Conferences
❖ E Learning-
❖ Learning at Work
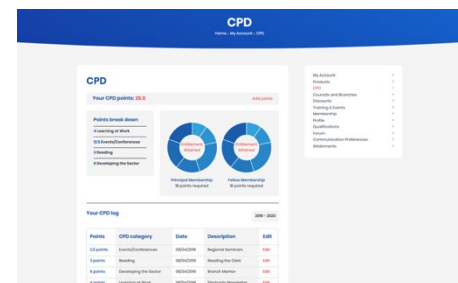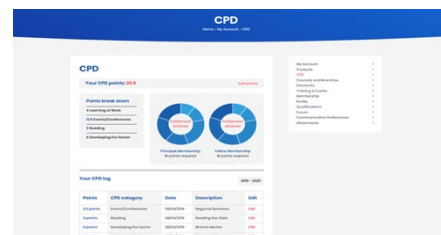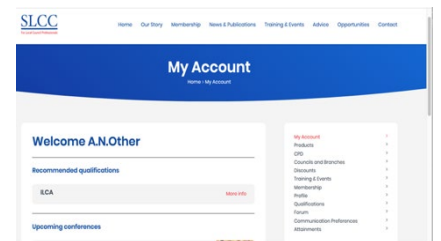
The Step by Step Guide is available from the Professional Development Officer: Develop@slcc.co.uk

Data Protection

We will need to make checks to ensure that information supplied is correct, for example checks against SLCC membership records. In applying for membership, you are agreeing to such checks being undertaken. Other than for such purposes, the Professional Development Scheme will not share your personal information with any other person.