



Certificate in Local Council Administration (CiLCA) Payment for Referral Form

FOR CANDIDATES WHO HAVE TO RESIT SECTION(S) OF THE EPORTFOLIO OF
EVIDENCE ONLY

If your work is referred a second time, you cannot make another attempt until you have finished all five units.

The first re-sit submission is free of charge. The fee for any second or subsequent referrals is £10 per learning outcome.

CANDIDATE INFORMATION

Name: _____

Candidate Number: _____

Email Address: _____

DECLARATION

- I can confirm that I have submitted all five units of my CiLCA eportfolio
Yes No
- I have used the [CiLCA Portfolio guide 2015](#) and **assessment criteria** to **re-work the Learning Outcomes (LOs) of the portfolio**.
Please write the learning outcomes numbers that you are resubmitting in the space below

Total Number of LOs resubmitted:

Total Paid:

- My portfolio will be marked against standards upheld by the Internal Quality Assurance Verifier of the Certificate of Local Council Administration and their decision is final.
- I understand that referral fee is non-refundable without exception and covers all administration costs (marking, certification etc)
- Please refer to the instructions on the EMMA Portfolio – your Learning Outcome(s) will be unlocked on receipt of this form and payment

REFERRAL FEE PAYMENT METHOD

I confirm that I have enclosed a cheque for the amount stated above

have paid via BACS for the amount stated above

Reference is **your candidate number & referral** for both cheques and BACS payment

Pay by BACS to Unity Trust Bank

Sort Code: 60-83-01

Account No: 20314459

Please make cheques payable to: SLCC

Signed: _____

Date: _____

Please email completed forms to cilca@slcc.co.uk

Once confirmation that payment has been received into our account, your learning outcome(s) will be unlocked.

This can take between 5 – 10 working days from receipt of payment to process.

The Qualifications Administrator will notify you when your learning outcome(s) have been unlocked.